

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

1. Call to Order – Erin Brannon

2. 2013 & 2014 Holiday Calendars - Erin Brannon

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

3. UWG Toy Drive Update – Ashley Lewis

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

4. Standing Committees – Erin Brannon

Standing Committees

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

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

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

5. Risk Management – Matt Jordan

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

warned us to not “dilute” the committee; stick with the core values of the committee; define what we do in advance (via by-laws); and don’t let the committee deteriorate into complaint sessions only.

6. All-Staff Open Forum Topics – Erin Brannon

Erin opened a discussion of possible agenda items for the Open Forum meeting on Nov 28th. The group made the following suggestions:

- Financial Issues – Mr. Jim Sutherland to address
- Master Plan – Mr. Brendan Bowen to address
- Parking – Mr. Mark Reeves to address
- Holiday Schedules – Ms. Stephanie Rooks to address
- Fair Labor Standard Act - Ms. Stephanie Rooks to address
- Rumor Patrol – Executive Committee to address questions, concerns, and look for possible solutions

REMINDER – next All Staff Open Forum Meeting is scheduled for 11/28/12 at TLC 1305 at 3:30 pm. The Open Forum meetings only happen once a semester, so attendance is strongly encouraged.

7. Adjournment – Erin Brannon

Ms. Brannon adjourned meeting at 10:40 am.