

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

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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

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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