

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

### **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.

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### **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,

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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.*

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

Submitted by Michelle Ertzberger 5-19-15