

STAFF ADVISORY COUNCIL MEETING

November 12, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, D. Curley, J. Etheredge, J. Lambert, D. Liverman, N. Lott, M. Miller, J. Nichols, S. Pitts, S. Robinson, J. Robinson, A. Skinner, B. Smith, A. Udin, A. Wright, S. Young, E. Brannon, A. Lewis, M. Parham, M. Ertzberger

Absent – K. Ballard, S. Carter, T. Christman, M. Davis, Z. Green, K. Hemphill, J. Morgan, T. Morris, T. Puckett, H. Roberts, E. Shooks, R. Smith, E. Smith, K. Willingham

1. Call to order by Erin Brannon – 11:00am
2. Guest Speakers

Dr. Jane McCandless, Dean of College of Social Sciences - 2015 Proposed Engage West Engagement Survey

Appointed by Dr. Marrero, Dr. McCandless is leading the committee to develop the 2015 Employee Engagement survey instead of spending university funds to do something that we can do. The committee first defined engagement (which could not be defined in last survey), then went to theory and looked at the drivers of engagement and consequences of engagement. They met with President Marrero and Janet Pilcher to find out what they wanted from the survey. The draft survey contains 120 questions that have been broken down into modules, so that in subsequent years certain modules will not have to be answered because some modules will not show change every year. The staff is being asked to provide feedback to the draft and this can be done by going to the Engage West website (<http://www.westga.edu/engagewest/1745.php>) and clicking on the 2015 Employee Engagement Survey. There you will find a link to the survey and the feedback form. UWG will pay an outside firm to administer and analyze the survey because there is still a level of distrust. Feedback can be provided through the end of the semester as the survey is slated to be issued in February. Please let Dr. McCandless and Erin Brannon know the comments you receive from your groups.

Dr. Elizabeth Kramer, Associate Professor of Music, Chair of the Faculty Senate

As Chair of the Faculty Senate, Dr. Kramer explained the purpose of the senate – to advise the President and Provost of academic issues (grades, courses, faculty development, etc.). There are currently 48 senators and 13 standing committees that work on business items like policies and procedures. There are many issues in which we should collaborate. Let them know if there are any issues that they can help us with. We do have some of the same issues – benefits, pay, etc.

Committee Updates

Benefits – Meggie Miller

The Benefits committee met last week and pooled ideas that were brought up to provide information to staff about benefits. They are researching the ability to start up a benevolence fund to assist our staff that may need assistance. They are considering the possibility of a monthly newsletter that would be emailed out regarding benefits and

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opportunities we have like Verizon discounts, but how does it reach the employees that do not have email. Email any ideas you might have to Meggie Miller or Erin Brannon.

Bylaws Committee – Alex Udin

This is only a committee of one at this time and would like to have some additional members. Alex has reviewed our current bylaws and compared them to other sister institutions in the state of Georgia – some are better and some are not. In order to make changes we must first start with a signed petition (20% of staff members on campus must sign). Difficult to do, but she does see some items that need to be changed.

Public Relations Committee – Allyson Bretch

A meeting was held to discuss the **Best of the West** celebration. This will be a combined celebration with faculty and staff where the employees of the year will be announced. Event is being planned for Thursday April 16th from 10:30am to 2:00 pm in the Campus Center ballroom. The event will be able to spill out into Love Valley. The committee is planning on having the Groove Gypsies play and BBQ. They are also planning door prizes and are looking for donations if you should know of anyone in the community that would like to donate a prize.

2014 Annual Toy Drive – Ashley Lewis

The main day for the Toy Drive is Friday, December 12th from 11:30 – 1:30 at the Townsend Center to drop off toys. This is a partnership with Toys for Tots - Carrollton. These toys should be unwrapped. Since the toy drive is for children under the age of 12, Ashley also works with Carroll County DCFS to request the names of 15 -20 teenagers that also need adopting at Christmas. For these teenagers, there is a \$75 limit on the gifts and the gifts can be wrapped. The teenagers can be adopted by a department, group or individual.

Staff Development – Nancy Lott

The committee is looking at ways to improve staff development. The committee has different views as to what this committee should be. Therefore, they have looked at other Staff Development Committees across the state and the US. One idea they have come up with is to create a guide for planning an event on campus so they know what needs to be done. They are also working with HR to see if there is some type of staff development that would help them to communicate with the staff. A committee member has a great list of “here is what you do for this” but it is out of date, so maybe it can be updated and distributed to staff. The barrier team is also working on an information line (away from the police department) this would help with some of these issues. Please let us know if you should have any ideas or suggestions.

Engage West Winners who are on the SAC were recognized.

Next SAC meeting is on Wednesday, December 10th at 11:00am – Campus Center Ballroom 108.4.

Submitted by Michelle Ertzberger 11-19-14