**STAFF ADVISORY COUNCIL MEETING**

March 11, 2015

**Online Meeting**

1.      Erin Brannon – have an online committee update meeting

Committee Chairs please post an update and any questions from your committees so we can offer feedback.

2. **Committee Updates**
   **Benefits – Meggie Miller**

   *The Book Scholarship fund* has received the green light. We are meeting next week to generate a proposal for the council to approve.  Please email any suggestions or specifics you would like addressed in the fund.
   >      *Question:*
   >            *This is very beneficial. Has it been decided if it will be awarded on a competitive or need base?*
   >      Answer:
   >            We will be addressing this on Thursday when the committee meets. Conversations have focused on this being a competitive –based award, but it's not set in stone.  Do you have a preference or any other suggestions that can be brought to the committee? We appreciate the feedback we are getting and it will certainly help us to create a program that includes everyone's thoughts.

   *Benevolence fund project* is still in the beginning stages, but we have received interest from other USG institutions that would like to create one.  We are working with Rodney Byrd and Erin Brannon to take this to the next step.  We will provide further updates as they become available.

   We are also continuing to research interesting benefit information to include in the newsletter.

   **Bylaws Committee Update – Alexandra**

   Several areas have been identified in the bylaws that need to be changed or updated.  A proposal is being put together to present to the council at a monthly SAC meeting.

   If you have any suggestions or comments, please let Alex know ([audin@westga.edu](mailto:audin@westga.edu)).

   **Public Relations Committee Update – Allyson**

   No update at this time.

   **Staff Development – Nancy Lott**

   This committee would like to request permission and funding for a Staff Development Day (Strategic Imperative #4 – Operational Success: Effectiveness and Sustainability).  The following template for a draft agenda is below which reflects a half day schedule for the staff.

March 11, 2015

**Online Meeting**

**8:00 am - 8:50 am** - Welcome, Keynote, Ice Breaker/Mixer

$$ We would like to provide refreshments (coffee, bagels, doughnuts, juice, & water)

**9:00 am - 9:50 am** - Concurrent Session 1 (1-3 talks happening simultaneously)

**10:00 am - 10:50 am** - Concurrent Session 2 (1-3 talks happening simultaneously)

$$ Snacks between sessions (water and cookies)

**11:00 am - 11:50 am** - Concurrent Session 3 (1-3 talks happening simultaneously)

Other money items might include notepads, pens, printing of conference agenda items, etc. Please give us feedback!

*Comment*:

  If there is no additional feedback on the Staff Development Day idea, I'd like to see the committee put this request into proposal form, relating it back to the strategic imperatives, and we will set up a meeting with Dr. Marrero. Thanks for your work on this, it's exciting!


**INFORMATION:**

- DON'T FORGET THE ALL STAFF MEETING ON MONDAY, MARCH 16$^{TH}$.
- Diversity consultant was rescheduled to be on campus April 2-3$^{rd}$.  Time will be forthcoming.
- *Jim Martin '93 '94*, will receive the J. Owen Moore Staff Award on April 11, at 7pm in the Townsend Center. Make plans to attend. http://bit.ly/1EuzDGX #UWGalumniwknd
- Erin is chairing a subcommittee of the Barriers Team that will look at the feasibility of developing a Staff Toolkit--a kind of one-stop site for staff that will make it easier to find essential information and asked for anyone who wanted to serve on the committee to let her know.  If you have suggestions on items that would be useful in a toolkit for staff, please share those with me as well

Next SAC meeting is scheduled for Wednesday, March 11, 2015, at 11:00am – Campus Center Room 303.

Submitted by Michelle Ertzberger 4-8-15

# UWG | Staff Advisory Council

**PROPOSAL FORM**

**PROPOSAL TITLE:**

*List the title of the proposal you are requesting. Example: Staff Development Day*

**SUMMARY OF PROPOSAL:**

*List a summary of the proposal.*

**STRATEGIC IMPERATIVE(S) AFFECTED:** *(How will this initiative advance the strategic imperative?)*

**3.A.1** ….

Please attach any other pertinent information to this proposal form.