

**STAFF ADVISORY COUNCIL MEETING**  
**October 14, 2015 at 11:00am**  
**CAMPUS CENTER, ROOM 303**

Present: J. Etheredge, J. Lambert, N. Lott, M. Miller, S. Pitts, A. Redman, S. Robinson, K. Shoemake, E. Smith, A. Udin, R. Young, E. Brannon, A. Lewis, M. Parham

Absent: K. Ballard, A. Bretch, S. Carter, T. Christman, D. Curley, M. Davis, J. Gordy, Z. Green, K. Hemphill, D. Liverman, J. Morgan, T. Morris, I. Pounds, T. Puckett, H. Roberts, E. Shooks, A. Skinner, B. Smith, K. Willingham, M. Ertzberger

- 1. Call to order by Erin Brannon– 11:00am**
- 2. Special Guests/Discussion**

### **Human Resources Updates – Laquna Marrable & Denise Fowler**

People Admin will be upgraded for all employees. People Admin is the performance management system used by our campus. The system update will be rolled out December 7. Human Resource will hold an Open Campus Forum for training (See attached flyer).

### **3. Committee Updates**

#### **Benefits – Meggie Miller**

SAC will have a table at the Benefits Fair to be visible to all employees. The table shifts will be handled by the committee members.

Bookstore wants to help supplement the Book Scholarship. They are checking on the limits that have to be able to help

#### **Bylaws – Alex Udin**

The updated bylaws have been approved by the campus and are on the website for reference.

#### **Public Relations – Jeanna Lambert**

The new chair for the committee will be Jeanna Lambert, [jlambert@westga.edu](mailto:jlambert@westga.edu). Thank you Allyson Bretch for your service as past committee chair. SAC newsletter will move to quarterly.

#### **Staff Development – Nancy Lott**

This committee is reviewing the idea of a travel award scholarship for staff members to travel for Professional Development. They are just getting started and are reviewing other USG schools travel award scholarships. They will work on submitting a proposal to the Council, which once approved will be presented to Dr. Marrero. [Section 8.2.17 of the BOR Policy Manual](#) says: Each USG institution shall commit at least one percent (1%) of full-time employee salaries to be used for faculty and staff development.

#### 4. Future Initiatives/Ideas

##### **Fall Open Forum** – November 19<sup>th</sup> at 10am

Possible topics: Committee Chair updates, Mark Reeves, Coach Hall

##### **UWG Toy Drive**

UWG has adopted 15 kids from DFACS and will continue to participate with the local Toys for Tots drive in December. We will send out the date of the Toy Drive soon and will need volunteers to be greeters.

##### **Work West Shirt**

Erin brought up the idea to create a Work West shirt for the campus, where revenue from the sales would go to the SAC Foundation account to support initiatives such as the Book Scholarship. The bookstore is creating a Work West polo. (Update: Mark Reeves said that the Bookstore would like to partner with SAC; specifically they will buy the shirts, get their break even, and then put a mark-up on them – that we decide – and those funds will go to SAC. Amanda Redman is going to work with the bookstore and bring some options back to the Council)