

SPRING ALL-STAFF MEETING
STAFF ADVISORY COUNCIL
March 16, 2015 at 2:00pm

TLC 1305

1. Call to order by Erin Brannon – 2:00pm
2. Welcome & State of the University

Dr. Kyle Marrero

Legislative updates – They are reviewing our request for \$1.9 million to allow us to design the renovations needed to the Biology building (built 1965). Then we assume that next year we will receive \$18 million in funding for the construction. There is also talk about having money available this year for merit increases. We will follow the same guidelines as last year. Performance evaluations are due April 24, 2015. UWG will continue its commitment to the staff to bring pay grade levels of 1-19 to the minimum entry point and to re-do the Mercer Study next year.

UWG is working with the principals of Carroll County and Carrollton City schools on an education collaborative to attack the core of educational attainment. Looking at: 1- Early College Readiness & Education – working on a literacy program that the middle school students can come to campus and we can help educate them on the areas of study that are available to them. This will help to guide them in their studies when they have a proposed area of study to work toward. 2- Dual Enrollment (move on when ready bill) – an opportunity for 16 year old high school students who are ready to come to college to move on when they are ready. This can help focus those who are not ready for a 4 year degree but guide them in receiving a technical degree or certificate. So that when they are 18 they will have a chance for a job that is not just paying minimum wage.

Campus Working hard (Campus Inclusion Committee) – we have a consultant coming in to help make sure we are inclusive and make recommendations. Results may include adding a Chief Diversity Officer but we will see what comes out of the report.

Sustainability Council – looking at our recycle program, how we build our buildings to save energy and looking at how we might be able to add bike share program with paths throughout campus. We are working with a consultant regarding a bike share program.

Barrier team – identified operational issues take make our processes a simpler and a little easier.

SACCOC Report – received this report in January and it dinged us in five areas. One area being Institutional Effectiveness & Assessment: This looks at our assessment and continuous improvement. We don't do well with goal setting and they assessed how we worked to meet our goals (including providing documentation to support). We must improve in this area within two years, if not we could lose our accreditation. We now have a new strategic plan and it is filtering down with goals for each unit/department. Now we need to add the assessment part of it. We have now a University assessment team and each unit will have an Assessment Coordinator that will go through training. This is what we should be doing to meet our mission of being the best university.

Engage West – We received 81.7% in responses for this last survey and we will have an institutional level rollout on April 8th. The Managers and Supervisors will meet on the 7th for training on how to effectively

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roll out their results. We will not be giving out the actual departmental results at this meeting, but they will be given out on April 27th. We wanted to wait until after the performance evaluations were complete to avoid any possible issues. **Retaliation will NOT tolerated.** IF this occurs, let HR know immediately. Our next LDI retreat is on May 8th.

Capital Campaign – we have a plan, goals, dollar needs for the plan, and a case for support. We have \$26 million in foundation of assets invested. Will go all the way to 2020.

Athletics – awesome job by our Football team, our Basketball teams, our Baseball team is ranked 21st in country, our Golf team is ranked 11th in the county.

3. **Special Guest:**

DevelopWest – Patricia Durrough and Christy Rabern

This is a professional development initiative that has been funded by Dr. Marrero. The system provides for 24/7 access and can be accessed on mobile devices. You can work at your own pace. To access go to: www.westga.edu/developwest if you use bookmarks, please do so on the login page to avoid errors. You must turn off pop up blockers. If you look under the catalog section there are different levels of courses (3000) and books that you can choose from. For the certification courses, UWG cannot offer the test for the certification but you can do all the prep work within the system.

The My Plan folder is your personal folder for things you see that you might want to take and you can record them here for a later time. The Assigned folder shows those items that have been assigned by your manager. The My Progress folder shows what you have launched. If you look under the completed tab and click on the ribbon, you will be able to print your certificates of completion. Supervisors can run reports to show what professional development courses your employees are interested in and completing.

DevelopWest is currently for faculty & staff. CourseDen is still the location for Student training.

Managers will see an Admin link at the upper right corner of the screen, which allows you to go in and assign the courses to your employees. If you are a manager and you do not see the Admin link on your screen, please notify the Center for Business Excellence and this can be corrected.

Tricia and Christy are here to help, but they are still learning too, so there is also a live chat feature that you can use to get help and a “help” feature at the top of the page that will give you step by step directions.

Job aides have been developed for you to provide assistance and they can be found on the DevelopWest page. Remember that Atomic Learning is also available for technical topics. You can find this link on the DevelopWest web page.

Watch the “What’s new” area and it will be updated with information as it is found.

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Human Resources Update – Juanita Hicks

Performance Management Review Project:

Committee is tasked with looking at areas for improving the performance appraisal and the methodology in which it is submitted. Performance appraisals are being changed over to a calendar year for reporting because it is difficult to get all the information in, evaluate it, and input it in the system when merit dollars are available. The committee will be reviewing the competency questions (teamwork, co-workers, etc.) and enhance the goal/development section to also include an assessment of the goal. This should improve the scoring and overall assessment. We will also be putting this in an electronic format that can provide access year round for supervisors and employees. The Performance Management module has been purchased through the People Admin system to allow for the electronic format. The current evaluation period is July 1, 2014 – March 31, 2015. The next period will include April 1 – December 31, 2015. January 2016 we will be on a full calendar review. The evaluations for the current period are due on April 24th and must be complete and reviewed with the employee. Between April and June the decision for merit increases (if approved by Legislation) will be evaluated.

Proposed schedule for changes by the committee will be based on this schedule:

June 2015 – committee to present preliminary changes to PAC
August 2015 – Confirm new Performance Management tool (paper version)
December 2015 - End of evaluation period March 2015 – December 2015
January 2016 – Submit evaluation for December 2015

Diversity and Inclusion survey:

To collect data about campus that is not collected through traditional means to better support our campus community. The survey will be available March 23 – April 6. Created by the President's committee on Campus Inclusion with an external consultant and the UWG Survey Research Center. The survey will be administered by the UWG Survey Research Center. The survey will ask information like: race, gender, sexual orientation, religion, demographics, and your perception of working at UWG and within the community. It will be sent to all faculty and staff (students will receive a survey at a later date). All questions are voluntary and your identity will remain confidential. With this information a five (5) year plan for diversity and inclusion will be created.

SAC Update – Erin Brannon and Ashley Lewis

The SAC's newsletter has started and will continue to be sent out monthly.

Book Scholarship – a book scholarship has been created to assist staff that are enrolled in college with the cost of their books. The process is being developed now and we will provide more information as soon as it is available.

UWG Marketplace - we are working with Faculty Senate to create an avenue for this that will be within USG policy. We will provide more information as soon as it is available.

Staff Development Training & Workshops – We are working some training opportunities that will give

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staff opportunities like the Leadership Development Institute. Hopefully the first one will be available this summer. Let your staff representative know if there is something you might like to see.

Please note that SAC is not a funded organization, so if you would like to contribute to some of these programs, you can make donations and/or direct your A Day donations to these programs.

December's Toy Drive – we received a plaque recognizing us for a job well done.

Questions/Concerns/Rumors?

Wolves Card Office is hosting a recycle event in UCC on March 25th from 11 -2. You can bring items that you want to recycle like: Paper, plastic, cans, and batteries.

BEST OF THE WEST CELEBRATION – April 23rd from 10am – 2pm in Love Valley....

Submitted by Michelle Ertzberger 3-27-15