Minutes of the Meeting of UWG Staff Advisory Council  
Executive Committee Meeting  
Campus Center Ballroom 108.4  
September 27, 2012

1. Call to Order – Erin Brannon

2. Introduction of SAC Officers - Erin Brannon

   Erin Brannon, Chair  
   Ashley Lewis, Vice Chair  
   Kari Cunningham, Treasurer  
   Denice King, Secretary

3. Go West for A DAY Update – Melanie Hildebrandt

   Ms. Hildebrandt (Faculty/Staff Annual Fund Chair) gave a brief update on the annual fundraiser. Currently at 51% participation rate which is a huge increase from last year’s faculty staff giving rate of 32%. She thanked everyone enthusiastically for the highest participation level in the fundraiser’s history.

4. Welcome and Council Charge – Dr. Sethna

   Dr. Sethna thanked Melanie Hildebrandt for her enthusiasm and hard work as the A-Day Chair.

   Council Charge:
   
   It is helpful to have this council to advise the President on the well-reasoned and considered opinions of the staff.

   This is an advisory council – best utilized to let the President know the issues that are important to the staff.

   It is best to try to resolve/solve as much as possible before going to the President with issues – this can be the most successful kind of partnership.

   Further projects like “Rudolph to the Rescue” are encouraged – good for the campus and the community.

   The President encourages staff to share any rumors, so he can discuss and address them.

   The President is willing to come and give budget updates to SAC.
Current budget update:

We started year with a 3% budget cut.

UWG is preparing for further rumored cuts.

Our values are clear – we value students, faculty, & staff, and the process of teaching and learning.

We are extremely conservative in our budgeting overall, which has historically helped UWG handle budget cuts better than most of our sister universities.

However, for the first time in two decades, the System Office made some institutions redo their budget plans. We were fortunate to only have to make minor revisions in comparison to other schools. Dr. Sethna warned things are getting tougher at the System and State level.

5. New Business – Erin Brannon

Presidential Search Committee – Dr. Will Lloyd

The search committee for Dr. Sethna’s replacement has been announced. Dr. Lloyd is a member of the committee. Erin Brannon is also on the committee as the Chair of the SAC. While the appointed members of the search committee represent the voice of UWG, the search is ultimately controlled by the Chancellor and the Board of Regents.

UWG Mission, Vision, & Goals Feedback – Will Lloyd

Dr. Lloyd presented the revised drafts of the University’s Mission, Vision, and Goals statements for feedback from SAC. Each one is supposed to tell the following in a brief/concise statement:

Mission - “Who We Are”

Vision - “Where We Are Going”

Goals - “How We Will Get There”

Discussion ensued among the SAC representatives, providing Dr. Lloyd with helpful comments/questions regarding the drafts. Dr. Lloyd provided clarification and committed to taking our input back to the committee responsible for updating the statements. He also welcomed further feedback be sent to him directly. (Draft attached)

2013 – 2014 Holiday Calendar Options – Juanita Hicks

Ms. Hicks, Assistant Director of HR, presented two holiday calendar options each for 2013 and 2014. (Options attached) The SAC representatives will vote electronically on the options, and their choices will be presented to Dr. Sethna as our preferred recommendations.
Wed, Oct 3rd is the deadline for representatives to vote, so we can get our recommendations to Dr. Sethna as soon as possible.

The choices will be announced to the campus staff in the next SAC Open Meeting.

The group discussed how to best represent their constituents and gather their feedback, and Ms. Hicks reminded us all that the final decision is still Dr. Sethna’s to make.

Benefits – Juanita Hicks

Open enrollment: October 15th – November 9th, 2012.

Benefits Fair: October 25th, 2012 from 10:00am – 2:00 pm in the lower level of Z6.

Information packets will be sent to all employees by October 15th, 2012 via campus mail.

Human Resources will have representatives available at the Benefits Fair to answer specific questions for each employee. And the HR office is available for appointments/phone calls during Open Enrollment to assist employees.

The following 2013 USG Board of Regents approved changes were presented to the group as a summary:

- Re-open the BCBSGa and Kaiser HMO plans for new enrollments
- Increase some of the co-pays in the BCBSGa and Kaiser HMO plans
- Increase MetLife Dental Annual Maximum Benefit to $1500 and add composite fillings coverage
- Decrease CIGNA Life insurance premiums and add expanded spouse life options
- Realign premiums to reflect plan benefit value and claims experience
- Increase premiums
- For retirees, install group waiver plan for Medicare eligible retiree pharmacy coverage under the Open Access POS plan

Introduction of Executive Committee Members – Erin Brannon

All SAC Representatives in the room introduced themselves and named their departments.

Responsibilities of Representatives – Erin Brannon

Attend SAC meetings.
Serve on committees.
Encourage comments/suggestions/feedback from staff you represent.

UWG Toy Drive – Ashley Lewis

Ms. Lewis gave brief history of the program. Last year we became community partners with Southwire and Tanner Hospital, and we plan to continue this process again this year.
will handle the distribution of the toys in the community. The donation deadline in early December has not been confirmed yet. Further updates on the program specifics and committee work assignments will be announced in future meetings.

Standing Committees

- Benefits
- Bylaws
- Elections
- Public Relations
- Staff Development

Ms. Brannon discussed the need to assign members to these standing committees for the SAC. She asked the representatives to notify her if they have an interest in participating on any of these committees. The committees will meet individually in the future.

Future Meetings

Executive Committee Meetings will occur twice a semester, and an All-Staff Open Meeting once every semester. Both of these meetings will be scheduled in the coming months by Erin Brannon. Minutes from all meetings will be posted on the SAC website.

6. **Adjournment – Erin Brannon**

Ms. Brannon adjourned meeting at 11:55 am.

Submitted by Denice King 10-16-12
Mission

The University of West Georgia is a comprehensive residential university providing undergraduate and graduate programs primarily to west Georgia and the Atlanta region. The University is committed to engagement through high-quality academic programs, off-campus sites, online learning, and community outreach. UWG enables students, faculty, and staff to realize their full potential through academic excellence, supportive facilities, and a caring academic community.

Vision

The University of West Georgia will be Georgia’s learning-centered destination university for student and community engagement. UWG will capitalize on its proximity to Metropolitan Atlanta and to rural and small-town areas to provide diverse opportunities for intellectual inquiry. As an innovative doctoral university, UWG will prepare students to become problem-solving leaders.

Goals

The University of West Georgia will provide the resources necessary to fulfill its mission and vision, and to achieve these strategic goals:

- **Academic success**: Enhance opportunities for every student to succeed, maintaining academic excellence while achieving an undergraduate graduation rate above the national average.

- **Intellectual engagement and inquiry**: Offer increased opportunities for intellectual inquiry and engagement to every student.

- **Community outreach**: Capitalize on our location to provide greater opportunities for community engagement to every student.
TO: All Faculty and Staff

FROM: Stephanie Rooks, Director of Human Resources

SUBJECT: HOLIDAY SCHEDULE—CALENDAR YEAR 2013

The University System of Georgia allows 12 holidays per year that are recognized and taken off with pay. Some holidays are standardized and others are at the discretion of the institution. The holidays approved by the institution for calendar year 2013 are as follows:

- Winter Holiday Break
- New Year’s Day
- January 1st
- Observance of MLK Birthday
- Independence Day
- July 4th
- Labor Day
- September 2nd
- Thanksgiving Holiday
- November 28th
- Thanksgiving Holiday
- November 29th
- Winter Holiday Break
- Wednesday
- December 18th
- Winter Holiday Break
- Thursday
- December 19th
- Winter Holiday Break
- Friday
- December 20th
- Winter Holiday Break
- Monday
- December 23rd
- Winter Holiday Break
- Christmas Eve
- December 24th
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- Christmas Day
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Beginning CY 2014

Wednesday

January 1, 2014

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*Hourly staff members have the option of using any accrued comp-time.

*If Hourly or Monthly staff members choose to take any days without pay, Human Resources must be notified no later than the December monthly maintenance deadline. This deadline will be published at a later date.

In addition, the University will be closed on Memorial Day (May 27th). Since this is an additional holiday over and above the 12 allotted by the State, staff and administration have the following options:
1. Hourly and Monthly staff may use eight hours of annual leave.
2. Hourly staff have the option of using any accrued comp time.
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4. Hourly and Monthly staff may take the day off without pay. Human Resources must be notified no later than the monthly maintenance deadline (May 10).

- Since there will be no classes on Memorial Day, 10 month faculty will not be required to take leave or make up hours.

- Your supervisor must approve option three for Memorial Day.

- The University administration recognizes the importance of the Memorial Day holiday; we encourage you to use this time to recognize the supreme sacrifice that has been made by members of the armed forces on our behalf.

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