

# **Facilities and Services**

## **A Standing Committee of the UWG Senate**

### **Minutes**

January 25, 2013

Approved February 15, 2013

**Members present:** Jon Anderson, Judy Cox, Kim Holder, Leos Kral, Sandra Santiago, Shelley Smith, Jim Sutherland

The meeting was called to order by Shelley Smith, Chair, at 8:10 a.m. Introductions were held.

#### **Old business:**

Southern Association of Colleges and Schools compliance documents. Prior to the meeting, members were asked to review the latest versions of UWG's responses to Comprehensive Standards 3.3.1.2 (administrative support services) and 3.4.9 (academic support services), which were sent electronically to the chair by Jon Anderson and Anna Obedkova in the Provost's Office, and disbursed by the chair to the members. The members discussed changes to these documents. It was agreed that 3.3.1.2 will need to be extensively rewritten to make the document more cohesive between sections. Each section needs to answer the question "what was a unit trying to fix and did it fix it?" Or, "what was the issue? What did implementation do for it? What impact did it have?" Some questions arose that need follow-up with specific departments. Editorial changes to the document may follow after the rewriting. Shelley will work on the follow-up questions and rewriting, in conjunction with Anna, with a deadline of the end of March.

#### **New business:**

Jim Sutherland (Vice President for Business and Finance) invited the committee to make recommendations for improvements in light of changes to the most recent training and travel regulations. There were comments recently on the Discuss-UWG electronic mailing list and Mr. Sutherland's office wants to be responsive. He explained about the State Accounting Office being the regulatory body, but his office is looking at the new requirements and looking for ways to be compliant without being too restrictive.

The committee discussed Right To Know (RTK), vehicle training, ethics, and travel, with Mr. Sutherland providing background on why documentation is needed in the event of an audit. The importance of open discussion between faculty and administration can lead to increased understanding; to give one specific example, faculty may not know that the state's threshold for local travel is actually the stricter 108 miles, but our regulation has changed yearly (to 165 at present) to be responsive to 1) the time it takes a faculty member to stand in line and acquire a rental car, and 2) the increased federal mileage rate. (The threshold is an inverse ratio to the federal mileage rate.)

In the general discussion, Jon made a suggestion to help streamline the annual training: having the faculty member click on an electronic button that works as a sign-off of awareness/knowledge on the topic. Mr. Sutherland responded that he and Dan Lewis (Center for Business Excellence) were already considering that idea. Mr. Sutherland will ask Dan to give the committee a briefing at our next meeting. Shelley will extend Mr. Sutherland's invitation to discuss these issues via this committee on the UWG-Discuss list.

The meeting was adjourned about 10:00 a.m.

Respectfully submitted,

Shelley Smith, Chair