

**Minutes from the Facilities and Services Committee
September 7th, 2011**

Members present: Shelley Smith, Jeff Johnson, Leos Kral, Heather Mbaye, Kathy Moffeit, Jeff Rooks, Jim Sutherland, and Matt Jordan (guest)

I. Meeting was brought to order by Shelley Smith, chair, at 4:05pm.

II. Ms. Smith asked for a motion to pass the minutes from the last meeting (March 14th, 2011). The motion was made and seconded and the minutes were passed by unanimous vote with no changes to the minutes.

III. Ms. Smith asked for nominations/volunteers to serve as secretary for the committee. Dr. Jeff Johnson volunteered and was elected by the committee to serve as secretary for the year.

IV. Mr. Sutherland asked for clarification with regard to the committee's charge and to whom the committee advises. He indicated that his perception from meetings last year with Senate leaders that this committee would be an advisory committee to the Vice President for Business and Finance, while some committee members were reading the charge as an advisory committee to the Faculty Senate. After much discussion, the recommendation was made for the chair to request clarification from the Faculty Senate leadership. Subsequent to this committee meeting, a meeting has been scheduled with members of the Senate leadership, committee membership, and members of the Vice President's office to clarify the charge and reporting duties of the Facilities and Services Committee. More information will be presented at the next committee meeting.

V. Matt Jordan, from Risk Management, met with the committee to discuss the "University of West Georgia Policy on Volunteers". This policy was presented at the last Faculty Senate meeting of the previous year but was not passed due to some questions/clarification on the policy and was sent back to the committee for revisions and more discussion. Mr. Jordan presented a revised version of the policy and entertained questions about the policy. The committee voted to pass the policy with minor editorial changes to the document.

VI. The meeting was adjourned.

Submitted by Jeff Johnson,
Secretary of the Facilities and Services Committee