

Facilities and Services

A Standing Committee of the UWG Senate

Minutes

February 15, 2013

Approved March 28, 2013

Members present: Jon Anderson, David Collins, Judy Cox, Leos Kral, Kathy Moffeit, Sandra Santiago, Shelley Smith, Jim Sutherland, Winston Tripp. **Guests present:** Dan Lewis (Center for Business Excellence), Rick Sears (Controller)

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

Minutes: The minutes of January 25, 2013 were approved as written.

Old business:

Southern Association of Colleges and Schools compliance documents. Shelley reported that she did work on the follow-up questions and rewriting of 3.3.1.2 and 3.4.9 as a result of the January meeting and submitted the work to Anna Obedkova in the Provost's Office. The committee's work is complete on the SACS compliance documents at this time, although there may be more to review in the future.

Annual training and travel regulations. The Committee heard a presentation by Dan Lewis. His unit reviews the annual training requirements. They communicate with the University System of Georgia's System Office and in turn offer guidelines for UWG. They offer travel training and support to UWG, but they do not interpret the rules. Mr. Lewis discussed a document he prepared for the Committee that summarizes what is required, what UWG's interpretation and administration is, and what the new guidelines are, for the topics of Ethics, Right to Know, and Motor Vehicle Safety Training. The final topic, Risk Management Training, will be presented at a subsequent meeting.

These are some of the points brought out in discussion: 1) the *periodic* refresher ethics training refers to the next iteration that the USG sends out; 2) RTK: it was suggested that employees might self report; it was also suggested that who controls the chemicals and who works with them should be targeted for this training; 3) in the Motor Vehicle Safety training, UWG has not been completing the regulation about a Driver Acknowledgment Form being done on an annual basis for special purpose drivers; 4) definitions are unclear, such as "employees who routinely drive"; 5) UWG has not been doing annual an MVR History check for those who routinely drive; 6) it may be better for VPs and deans to "own" the actual implementation of the training processes, perhaps with employees able to respond to an e-mail and click to sign off their understanding of the material, tracking through their 917 employee number; and 7) motor vehicle rules change and we may not be informed. Sometimes we overreach, sometimes underreach.

Mr. Lewis made the following comments: 1) due to the CLCP requirements, Risk Management Training is required on an annual basis; 2) two D2L locations have been established for training: one for new employees and one for refresher training; 3) in order to avoid future confusion with Ethics training, his office merged the compliance agreement in with the test section of ethics. This should prevent future confusion as to whether someone passed on one and not the other; 4) there is still much work to be done with our current motor vehicle policy. Business & Finance representatives are evaluating their current processes to determine the impact of administering annual motor vehicle record checks for all employees that drive USG/institution owned vehicles on a daily basis. They are also assessing the information that is required from a driver acknowledgement form to determine the least invasive methods for UWG employees; 5) he hopes the campus will see further improvements by the time it is rolled out in the fall.

Mr. Sears entered the meeting at this point to discuss travel regulations with the Committee. Introductions were held.

Mr. Sutherland noted that travel regulations are significantly more definitive than the annual training rules. We are not the only ones doing this; most USG schools are, with some looser and some more strict. The “Approving Official” for a budget has the responsibility to determine cost effectiveness. Deans have more latitude now than ever before. Shelley mentioned a “how to travel” document that she created and shares with library faculty. The Committee wanted to see it, so she will send it electronically; it may help serve as a template for Mr. Sutherland’s office in the creation of a “how to travel” module for all UWG employees. Mr. Sutherland asked the Committee members to look at what other USG schools are doing and get their rules, then discuss findings at our March meeting. UWG cannot be more lenient than the rulemakers above us. The hierarchy of “rule following” structure is: State of Georgia (Statewide Travel policy), followed by the Board of Regents (Business Procedures Manual), then UWG.

New business: none.

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Shelley Smith,
Chair