

Staff Advisory Council

All-Staff Open Meeting

October 16, 2013

Welcome

What is a WOLF?

Dr. Kyle Marrero, UWG President

Recycling Program

Mark Reeves, AVP Auxiliary Services

UWG RECYCLING PROGRAM

MARK REEVES

ASSISTANT VICE PRESIDENT OF AUXILIARY SERVICES

UNIVERSITY OF WEST GEORGIA



LET'S TALK TRASH

The subject is Waste Management



WHY WE NEED TO RECYCLE:

Georgians annually throw away an estimated:



- 1.9 million tons of paper a year
- 1 million tons of plastic
- 30,000 tons of metal
- Recycling 1 aluminum can will run a computer for 3 hours.
- Recycling 1 soft drink bottle will save enough energy to run a TV for 1.5 hours.
- Recycling 5 lbs of paper will conserve enough water to “offset” the water used in a typical shower.

AUXILIARY SERVICES - 20 OPERATIONS

Food Services

- Residential
- Retail
- Catering
- Concessions

Bookstore

Publications and Printing

Parking

Transportation

Card Office

- ID
- HigherOne
- Reservations

Trademarks

Post Office

Central Warehouse

Conferences and Camps

Commencement

Snack Vending

Beverage Vending

Copy/Print

Phone System



WASTE GENERATED BY AUXILIARY SERVICES OPERATIONS

Food Services

- Cardboard
- Plastic
- Cans

Bookstore

- Cardboard
- Plastic

Admin Offices

- Paper

Publications & Printing, Post Office

- Cardboard
- Plastic
- Paper

Beverage Vending

- Plastic (bottles)
- Cans

Copy & Print

- Cardboard
- Paper



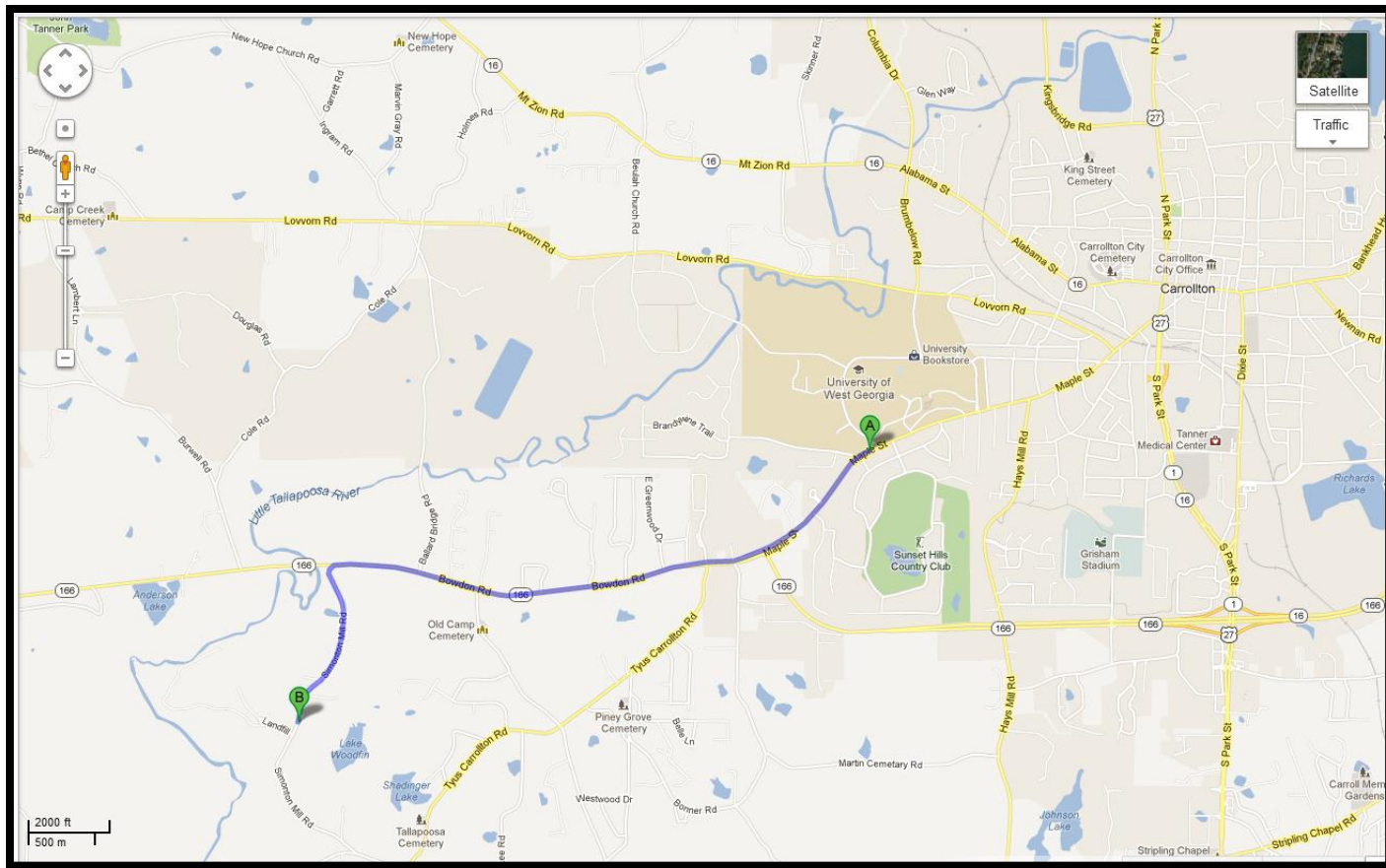
FALL 2011 AUXILIARY DUMPSTERS

4 dumpsters at the Main Dining Hall
3 dumpsters at the Food Court
2 dumpsters at the **Bookstore**
1 dumpster at **Publications & Printing**
1 dumpster at the **Central Warehouse**
11 total

Each dumpster is emptied daily, Monday through Friday. For a service fee of \$515 monthly per dumpster.



CARROLL COUNTY LANDFILL



3.6 miles from the University



11 Auxiliary Services dumpsters
each emptied daily, Monday-Friday, 52 weeks per year
= 2860 dumpster loads annually to the landfill
Each dumpster , 6' x 6' x 7' = 252 cubic feet
 $2860 \times 252 = \underline{720,720}$ cubic feet of trash annually



50' Boxcar
5238 cubic feet of storage
 $720,720 / 5238 =$

= 138 BOXCARS (FULL OF TRASH)



RECYCLING MAKES A DIFFERENCE IN GEORGIA

Georgia's Paper Industry

- Paper mills use 40% less energy to make paper from recycled paper than they do making it from timber.
- A ton of paper made from recycled fibers conserves 7,000 gallons of water.
- Recycles almost 8% of all paper consumed in the United States.
- Includes 16 paper mills using recycled content, 9 relying exclusively on recycled fiber.

Plastic Beverage Containers (PET):

- 1/3 of all Plastic Beverage Containers recycled in North America get recycled in Georgia – turned into carpet.

Aluminum Recycling:

- Novelis, one of the largest aluminum recyclers in the world, processes used beverage cans in Greensboro, GA, with its North American headquarters located in Atlanta.



BUILDING AN AUXILIARY SERVICES RECYCLING PROGRAM

GOALS

- Reliable/Consistent
- Meaningful
- Sustainable
- Cost Effective

*Start small and build
incrementally over time*



FOCUS ON RECYCLING KEY COMMODITIES

Paper



Cardboard



Plastic bottles
and
Aluminum Cans



BUILD A CROSS-FUNCTIONAL TEAM

- Auxiliary Services
- Facilities and Grounds Department
- Environmental Health and Safety
- Purchasing



6 MONTH PILOT PROGRAM BEGAN SPRING 2012

- Vendors
- Staffing
- Equipment
- Tracking/Metrics
- Financials



VENDOR/PARTNER



STAFFING

- 2 dedicated part-time student staff – hired in January 2012
- \$8.00 per hour, average of 20 hours per week
- Auxiliary Services provided all the financial support.
- Facilities & Grounds provided labor to collect office paper.
- Environmental Health & Safety supervise.



EQUIPMENT NEEDS



Truck



Baler



Forklift

PARTNERED WITH OUR CAMPUS BEVERAGE VENDOR



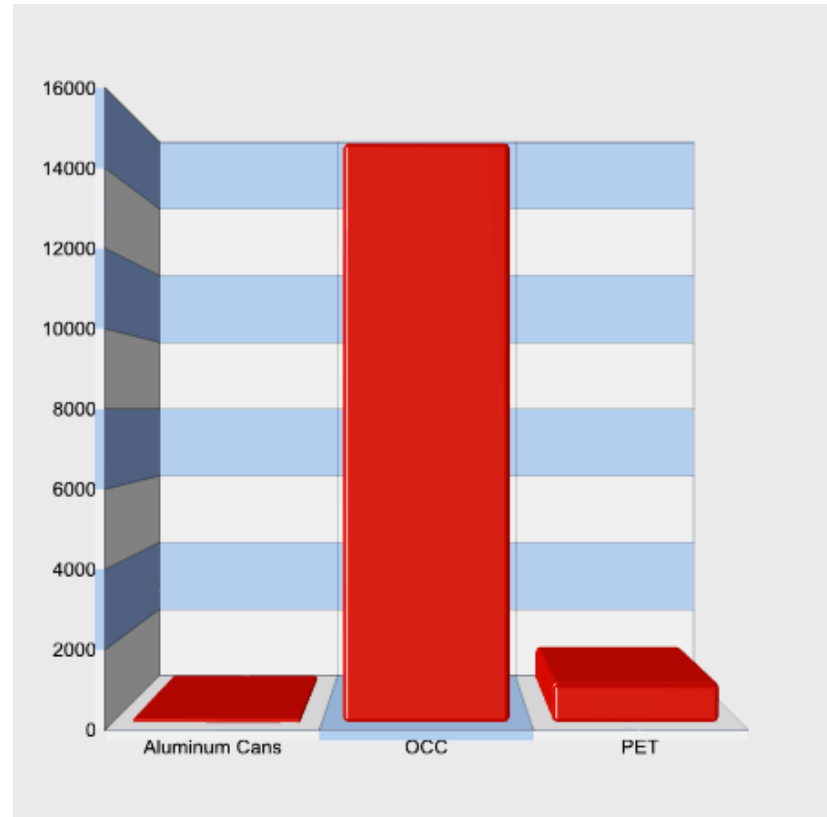
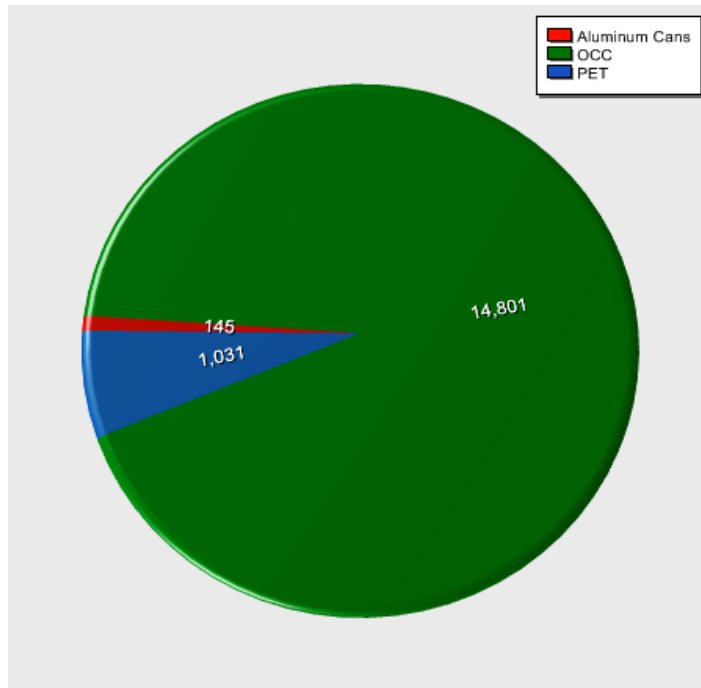
COLLECTION



BALES RECYCLED SPRING 2012

1/26/2012 TO 6/4/2012

WEIGHT: 15,977.00



FINANCIALS RESULTS

Revenue - \$1,255


- 18 bales: 8 tons
 - 14 cardboard, currently capturing 40-70%
 - 1 paper
 - 3 plastic – approx. 40 bags of bottles; currently capturing 60-75%

Expenses - \$6,700

- \$5,500 in materials and labor
- \$1,200 Baler / \$200 per month for 6 months

Bottom Line - \$5,445

LESSONS LEARNED

- No loading dock available; must single stack bails inside box truck. Consultant had to bring out flat bed trailers & haul the baled commodities
 - Sorting of material: No sufficient space to sort & store items. Sorting had to be done outside in the sun/rain.
 - Generation of recyclables exceed the ability of 2 part-time student workers for gathering, sorting, storing and baling.
 - Stringing a bail could take a couple of hours
 - Recyclables had to sit outside before baling and transport
 - Vehicle availability for transport of commodities
- 

FACILITY & EQUIPMENT

ESTIMATED COSTS TO MOVE FORWARD WITH CURRENT VENDOR

- **Build** Pavilion \$25,000 (pole barn with slab)
 with Dock
- **Buy** Baler \$10k
 Forklift \$10k
 Truck \$10k
 \$55k minimum



FALL 2012/SPRING 2013 PROGRAM – NEW PARTNER – WASTE PRO

- All cardboard, plastic, aluminum & white paper placed in designated Waste Pro roll-offs
- No baling, sorting or storing materials
- Single Stream



- Cardboard, plastic, aluminum, white paper – All combined in Waste Pro containers on campus.



- Once the container was returned to Waste Pro, the contents were sorted, weighed and then UWG received a compensation check for the commodities.



WASTE PRO METRICS

Location	Roll-off	Received	Removed	Number of days on-site	Weights	Price	Amount	Haul Fee	Net Loss
Facilities	1	8/29/2012	8/30/2012	1	4.45	\$40/ST	\$178.00	\$250.00	-\$72.00
Facilities	2	8/30/2012	8/31/2012	1	3.63	\$40/ST	\$145.20	\$250.00	-\$104.80
Facilities	3	8/31/2012	9/6/2012	6	3.23	\$40/ST	\$129.20	\$250.00	-\$120.80
Facilities	4	9/6/2012	9/12/2012	6	1.26	\$40/ST	\$50.40	\$250.00	-\$199.60
Warehouse	5	9/6/2012	9/12/2012	6	1.7	\$40/ST	\$68.00	\$250.00	-\$182.00
Facilities	6	9/12/2012	9/18/2012	6	1.62	\$40/ST	\$64.80	\$250.00	-\$185.20
Warehouse	7	9/12/2012	9/27/2012	13	2.19	\$40/ST	\$87.60	\$250.00	-\$162.40
Facilities	8	9/18/2012	9/27/2012	9	1.4	\$40/ST	\$56.00	0	\$56.00
Warehouse	9	9/27/2012	10/10/2012	14	1.59	\$40/ST	\$63.60	\$250.00	-\$186.40
Facilities	10	9/27/2012	10/10/2012	14	3.58	\$40/ST	\$143.20	\$250.00	-\$106.80
Warehouse	11	10/10/2012	10/23/2012	13	2.45	\$40/ST	\$98.00	\$250.00	-\$152.00
Facilities	12	10/10/2012	10/23/2012	13	1.74	\$40/ST	\$69.60	\$250.00	-\$180.40
Warehouse	13	10/23/2012	11/2/2012	10	2.19	\$40/ST	\$87.60	\$250.00	-\$162.40
Facilities	14	10/23/2012	11/2/2012	10	2.89	\$40/ST	\$115.60	\$250.00	-\$134.40
Warehouse	15	11/2/2012	11/16/2012	14	2.25	\$40/ST	\$90.00	\$250.00	-\$160.00
Facilities	16	11/2/2012	11/16/2012	14	2.61	\$40/ST	\$104.40	\$250.00	-\$145.60
Warehouse	17	11/16/2012	12/6/2012	20	2.27	\$40/ST	\$90.80	\$250.00	-\$159.20
Facilities	18	11/16/2012	12/6/2012	20	2.33	\$40/ST	\$93.20	\$250.00	-\$156.80
Warehouse	19	12/6/2012	1/8/2013	33	5.11	\$40/ST	\$204.40	\$250.00	-\$45.60
Facilities	20	12/6/2012	1/8/2013	33	2.82	\$40/ST	\$112.80	\$250.00	-\$137.20
Warehouse	21	1/8/2013	1/16/2013	8	1.8	\$40/ST	\$72.00	\$250.00	-\$178.00
Facilities	22	1/8/2013	1/16/2013	8	2.68	\$40/ST	\$107.20	\$250.00	-\$142.80
Warehouse	23	1/16/2013	1/29/2013	14	3.24	\$40/ST	\$129.60	\$250.00	-\$120.40
Facilities	24	1/16/2013	1/30/2013	15	2.82	\$40/ST	\$112.80	\$250.00	-\$137.20
Warehouse	25	1/29/2013	2/13/2013	15		\$40/ST	\$0.00		\$0.00
Facilities	26	1/30/2013	2/13/2013	16		\$40/ST	\$0.00		\$0.00
Warehouse	27	2/13/2013	3/4/2013	19		\$40/ST	\$0.00		\$0.00
Facilities	28	2/13/2013	3/4/2013	19		\$40/ST	\$0.00		\$0.00
Warehouse	29	3/4/2013							
Facilities	30	3/4/2013							
Warehouse	31								
Facilities	32								
Warehouse	33								
Facilities	34								
					61.85	38.78	\$1,735.20	\$4,750.00	-\$2,697.60

RESULTS



Dumpsters – End of Spring 2013

- 1 dumpster at the Main Dining Hall
- 1 dumpster at the Food Court
- 1 dumpster at the Bookstore
- 1 dumpster at Publications & Printing
- 1 dumpster at the Central Warehouse

Down 6 dumpsters from Fall 2011.

Dumpster capacity is 252 cubic feet

$$6 \times 252 \times 5 \times 52 = 393,120 =$$

75 box cars of garbage diverted from Landfill annually



FINANCIAL ANALYSIS

	Recycling Rebates	Dumpster Savings**	Haul Fees	Labor Charges
July		\$0.00		\$2,216.75
August	\$323.20	\$515.00	\$500.00	\$2,467.75
September	\$456.00	\$515.00	\$1,250.00	\$982.00
October	\$374.40	\$1,545.00	\$1,000.00	\$712.00
November	\$314.08	\$1,545.00	\$1,000.00	\$1,542.00
December	\$267.52	\$1,545.00	\$500.00	\$644.00
January	\$738.80	\$2,575.00	\$1,500.00	\$764.00
February	\$202.80	\$2,575.00	\$500.00	\$1,340.00
March	\$576.00	\$2,575.00	\$1,000.00	\$2,168.00
April	\$406.60	\$2,575.00	\$1,000.00	\$2,060.00
May	\$203.30	\$2,575.00	\$500.00	\$1,030.00
June	\$304.95	\$2,575.00	\$750.00	\$772.50
YTD Total	\$4,167.65	\$21,115.00	\$9,500.00	\$16,699.00

FY2013 Summary	
Revenue	\$4,167.65
Cost Avoidance	\$21,115.00
Expenses	<u>(\$26,199.00)</u>
Gain / (Loss)	<u><u>(\$916.35)</u></u>

**Note: We reduced the number of dumpsters in the Auxiliary area from 11 in 2011 to 6 at the end of 2013. Each additional dumpster reduction will save \$6,180 per year.

FY 2014 PROJECTIONS

Revenue	\$ 4,862.26
Cost Avoidance	\$43,260
Expenses	<u>(\$30,566)</u>
Gain/Loss	\$17,556.26

MORE IMPORTANTLY

Divert 458,640 Cubic Feet of material from local landfills
= 88 BoxCars !

STRATEGIES FOR GROWING THE RECYCLE PROGRAM IN ACADEMIC YEAR 2014



Involve Greater Campus Community

- Education – spread the word
- Add Collection to Move-In Days
- Decentralize recycle container locations
- Explore replacing roll-offs with compactors.
- Expand program to include Residence Halls
- Food Service Equip – can crusher, food pulper, etc.
- Bus Stops

AWARENESS

Presentation to PAC

Presentation to Staff Advisory Council

Presentation to SGA

Georgia Auxiliary Services Council

Presentation to Faculty Senate

Presentation to Campus-wide
Sustainability Council

Oct-2013 National Auxiliary Services



RECYCLE EDUCATION TRUCK FROM COKE



Bringing valuable information on recycling in a fun and interactive environment with:

- Videos
- Games
- Prizes
- Interactive Displays

**Coming to UWG on
October 17, 2013**

FALL 2013 MOVE-IN

4 Roll-offs were provided to accommodate each Residence Hall during Move In weekend.

Container Cost = Neutral
Diverted _____ tons from
Landfill and generated ___\$___
in recycle Revenue



Building Directory

Building #	Name	Building #	Name	Building #	Name	Building #	Name
1	Admission Services	31	Locks Village 10-12	101	Palmer Building	131	Student Activities Center
2	Admission Services	32	Locks Village 13-15	102	Palmer Building	132	Student Activities Center
3	Admission Services	33	Locks Village 16-18	103	Palmer Building	133	Student Activities Center
4	Admission Services	34	Locks Village 19-21	104	Palmer Building	134	Student Activities Center
5	Admission Services	35	Locks Village 22-24	105	Palmer Building	135	Student Activities Center
6	Admission Services	36	Locks Village 25-27	106	Palmer Building	136	Student Activities Center
7	Admission Services	37	Locks Village 28-30	107	Palmer Building	137	Student Activities Center
8	Admission Services	38	Locks Village 31-33	108	Palmer Building	138	Student Activities Center
9	Admission Services	39	Locks Village 34-36	109	Palmer Building	139	Student Activities Center
10	Admission Services	40	Locks Village 37-39	110	Palmer Building	140	Student Activities Center
11	Admission Services	41	Locks Village 40-42	111	Palmer Building	141	Student Activities Center
12	Admission Services	42	Locks Village 43-45	112	Palmer Building	142	Student Activities Center
13	Admission Services	43	Locks Village 46-48	113	Palmer Building	143	Student Activities Center
14	Admission Services	44	Locks Village 49-51	114	Palmer Building	144	Student Activities Center
15	Admission Services	45	Locks Village 52-54	115	Palmer Building	145	Student Activities Center
16	Admission Services	46	Locks Village 55-57	116	Palmer Building	146	Student Activities Center
17	Admission Services	47	Locks Village 58-60	117	Palmer Building	147	Student Activities Center
18	Admission Services	48	Locks Village 61-63	118	Palmer Building	148	Student Activities Center
19	Admission Services	49	Locks Village 64-66	119	Palmer Building	149	Student Activities Center
20	Admission Services	50	Locks Village 67-69	120	Palmer Building	150	Student Activities Center
21	Admission Services	51	Locks Village 70-72	121	Palmer Building	151	Student Activities Center
22	Admission Services	52	Locks Village 73-75	122	Palmer Building	152	Student Activities Center
23	Admission Services	53	Locks Village 76-78	123	Palmer Building	153	Student Activities Center
24	Admission Services	54	Locks Village 79-81	124	Palmer Building	154	Student Activities Center
25	Admission Services	55	Locks Village 82-84	125	Palmer Building	155	Student Activities Center
26	Admission Services	56	Locks Village 85-87	126	Palmer Building	156	Student Activities Center
27	Admission Services	57	Locks Village 88-90	127	Palmer Building	157	Student Activities Center
28	Admission Services	58	Locks Village 91-93	128	Palmer Building	158	Student Activities Center
29	Admission Services	59	Locks Village 94-96	129	Palmer Building	159	Student Activities Center
30	Admission Services	60	Locks Village 97-99	130	Palmer Building	160	Student Activities Center
31	Admission Services	61	Locks Village 100-102	131	Palmer Building	161	Student Activities Center
32	Admission Services	62	Locks Village 103-105	132	Palmer Building	162	Student Activities Center
33	Admission Services	63	Locks Village 106-108	133	Palmer Building	163	Student Activities Center
34	Admission Services	64	Locks Village 109-111	134	Palmer Building	164	Student Activities Center
35	Admission Services	65	Locks Village 112-114	135	Palmer Building	165	Student Activities Center
36	Admission Services	66	Locks Village 115-117	136	Palmer Building	166	Student Activities Center
37	Admission Services	67	Locks Village 118-120	137	Palmer Building	167	Student Activities Center
38	Admission Services	68	Locks Village 121-123	138	Palmer Building	168	Student Activities Center
39	Admission Services	69	Locks Village 124-126	139	Palmer Building	169	Student Activities Center
40	Admission Services	70	Locks Village 127-129	140	Palmer Building	170	Student Activities Center
41	Admission Services	71	Locks Village 130-132	141	Palmer Building	171	Student Activities Center
42	Admission Services	72	Locks Village 133-135	142	Palmer Building	172	Student Activities Center
43	Admission Services	73	Locks Village 136-138	143	Palmer Building	173	Student Activities Center
44	Admission Services	74	Locks Village 139-141	144	Palmer Building	174	Student Activities Center
45	Admission Services	75	Locks Village 142-144	145	Palmer Building	175	Student Activities Center
46	Admission Services	76	Locks Village 145-147	146	Palmer Building	176	Student Activities Center

COMPACTOR VS ROLL-OFFS



EXPAND TO RES LIFE –



PLACED RECYCLE BINS AT ALL BUS STOPS



PURCHASED CAN CRUSHER FOR FOOD SERVICE



Possible to reduce can volume by 85%, allowing for you to put 6 times more cans in your recycling bin than without crushing.

1ST QTR ACADEMIC YR 2014 RESULTS

Sent 17 container loads to WastePro

Revenue	\$1,304
Haul Fee	\$4,375
Labor (2.5 SA x \$8 x 20hrs x 13 weeks)	\$5,200
Cost Avoidance Dumpster Savings	\$9,270
<u>Cost Avoidance Containers "Move-In"</u>	<u>\$1,400</u>
	\$2,399

88,620 lbs of Waste was Recycled rather than deposited in local landfills
(an increase of 8 roll-off containers more than same time last year)



Mark Reeves

Assistant Vice President of Auxiliary Services
University of West Georgia

mreeves@westga.edu

Benefits Update

Rodney Byrd, Human Resources

2014 OPEN ENROLLMENT INFORMATION



NEW FOR 2014

- System-wide voluntary benefits program.
- All USG institutions will offer the same set of voluntary benefits plans.
 - Dental (Delta Dental)
 - Vision (EyeMed)
 - Life and AD&D (Minnesota Life)
 - Disability (MetLife)
 - FSA/HAS (US Bank)

2014 PREMIUMS – GOOD NEWS

- No increase in premiums for employees enrolled in the BCBSGa plans.
- 4.3% increase in premiums for employees enrolled in Kaiser.
- 2014 Healthcare Monthly Premiums.

Coverage Tier	Blue Cross Blue Shield of Georgia			Kaiser
	PPO (Open Access POS)	HDHP (HSA Open Access POS)	HMO (Blue Choice)	HMO (4.3%)
Employee	\$180.00	\$47.00	\$142.00	\$138.00
Employee + Child	\$323.00	\$83.00	\$255.00	\$248.00
Employee + Spouse	\$377.00	\$96.00	\$297.00	\$289.00
Family	\$521.00	\$132.00	\$410.00	\$399.00

TOBACCO SURCHARGE - 2014

- **Active Open Enrollment – All employees must certify tobacco use status in 2014.**
- **\$50 per month per user tobacco surcharge will apply to spouses and dependent children 18+ enrolled in the healthcare plans.**
- **If an employee does not certify, their tobacco use status will default to tobacco user and \$50 per month will be added to their healthcare premium for themselves and their dependents 18+.**
- **Be honest. If it is found that you were dishonest in your certification, your healthcare claims that are related to smoking may be denied!**

PLAN CHANGES – OPEN ACCESS POS

- Increase emergency room co-pay from \$50 to \$150.
- Increase preferred brand name prescription co-pay from \$30 to \$35.
- Out-of-network deductible increase (\$400 to \$500 for single and \$1,200 to \$1,500 for family).
- Out-of-network annual maximums increase (\$2,000 to \$3,000 for single and \$4,000 to \$5,000 for family).
- ACA Requirement – Co-payments for office visits and emergency room visits will be included in out-of-pocket maximum.

PLAN CHANGES – KAISER HMO PLAN

- Increase PCP co-pay from \$15 to \$20.
- ACA required plan change: Add annual out-of-pocket maximums of \$6,350 for single and \$12,700 for family.
- Co-pays on Sr. Advantage plan are being are being changed to match active employee plan – decrease in premiums for retirees enrolled in this plan.

PLAN CHANGES – HSA OPEN ACCESS POS PLAN

- Increase participant co-insurance from 10% to 15%.
- Created and out-of-network deductible distinct from in-network \$2,500 for single and \$5,000 for family.
- Added mail order delivery option for maintenance medications.

PLAN CHANGES – BLUECHOICE HMO PLAN

- Increase PCP co-pay from \$15 to \$20.
- Add mail order delivery option for maintenance medications.
- ACA required plan change: Add annual out-of-pocket maximums of \$6,350 for single and \$12,700 for family.

DELTA DENTAL, EYEMED, DISABILITY

- Active employees with current dental coverage who do not elect new coverage during open enrollment will be defaulted into the Delta Dental High Plan.
- Active employees with current Vision coverage who do not elect new coverage during open enrollment will be defaulted into the EyeMed Vision Plan.
- LTD Benefit: 60% of monthly salary to a max of \$15,000.
- STD Benefit: 60% of monthly salary to a max of \$2,500.

ID CARDS

- Employees enrolled in the BCBSGa plans will receive new ID cards for 2014.
- Employees enrolled in the OA POS plan will not receive a new prescription ID card unless the enrollment is new for 2014. Employees should continue using “Medco” pharmacy cards.
- All employees enrolled in the Kaiser HMO plans will receive a new ID card in 2014.

OPEN ENROLLMENT GENERAL INFO

- **Dates of Open Enrollment: November 11 – November 22, 2013.**
- **Benefits Fair: November 12th from 10:00 A.M. – 2:00 P.M.**
Location: Z6
- **Various communication pieces will be sent out to all staff and faculty. (email announcements, comprehensive summary booklet, video and text messaging, etc.).**

SUPPLEMENTAL VENDOR INFORMATION

- AFLAC <http://www.aflac.com/>
 - Critical Illness Plan
 - Accident
 - Hospital Indemnity
 - Cancer Care

- Genworth Long Term Care
<http://www.agltc.com/WestGA/>

- Legal Shield
<https://sites.legalshield.com/gs/init?grp=standardplan>

THE FINISH LINE

WHAT EMPLOYEES NEED TO DO TO FINISH STRONG:

- Opt in for text messaging.
- Attend the Benefits Fair or Benefits Meetings (if available).
- Review USG Open Enrollment materials.
- Enroll for benefits and recertify their tobacco status!



Mandatory Trainings

Patricia Durrough, Center for Business Excellence

2013

Mandatory Employee Training

What's Changed

- Learning Management System – D2L/CourseDen
 - Password is same as GMAIL account
- Training period - October 11 to November 1, 2013
- Training has been abbreviated to only what is required
- A report will be posted weekly on the Training website that will reflect the training status for each employee.
 - Employee List Clean-up

2013

Mandatory Employee Training

What's Changed

➤ Ethics

- Only required when USG sends out updated training
- We did receive an update for this year
- New video; no quiz on course content; only the compliance agreement

➤ Risk Management

- Refresher video was replaced with the only requirement which is an acknowledgement of the Employee Handbook

➤ Right-to-Know

- Annual refresher training is no longer required of all employees; only those who are exposed to chemicals in their employment

2013

Mandatory Employee Training

What's Changed

- Vehicle Safety
 - Motorized Carts have been combined with the UWG Motor Vehicle training.
- Per USG - Each institution shall develop a policy that ensures all employees who drive State of Georgia vehicles have appropriate documentation of a license to operate the vehicle. The policy shall require appropriate screening based on nature of the driving requirements associated with the employee's position.
 - Routine Driver
 - Special Purpose/Occasional Driver

2013

Mandatory Employee Training

Routine Driver –

- An employee that regularly operates a **UWG vehicle** as part of their job requirement. (e.g. Shuttle Drivers; UWG Police; Mail Carrier; Facilities Personnel; Admissions Recruiter)

OR

- An employee that regularly operates a **personal or rental vehicle** as part of their job requirement. (e.g. instructor/staff member that travels either on campus or to satellite locations)

Required:

Annual Training

Annual Driver Acknowledgement Form

Annual Motor Vehicle Report

2013

Mandatory Employee Training

Special Purpose Driver –

Occasional use of state, rental, or personal vehicle in accomplishing organizational objectives, or institutional travel such as professional development, meeting attendance, workshops, conferences, etc.

Required:

Annual Training

Annual Driver Acknowledgement Form

SAC Updates

- UWG Toy Drive – December 13th
 - SAC By-laws Update
- UWG Campus Climate Survey

Questions?

Visit SAC online and let your voice be heard!

www.westga.edu/sac

Minutes of the Meeting of UWG Staff Advisory Council
All-Staff Open Meeting
TLC 1305
July 24, 2013

1. Call to Order – Erin Brannon

2. Welcome and Introduction - Erin Brannon

Erin Brannon introduced the Staff Advisory Officers and Representatives. She then introduced and welcomed our new present, Dr. Kyle Marrero.

3. Opening Remarks - Dr. Kyle Marrero

Dr. Marrero announced he is happy to already be a part of our community and get the opportunity to talk to people in Carrollton about their connection to UWG. He is asking a lot of people if they have visited campus in the last 10 years. Many people have not, so he feels they have missed the incredible growth and change we have accomplished in the past decade.

One of Dr. Marrero's major initiatives is to reach out and invite people to campus and to grow our community service focus. He wants UWG to make a real impact on the outside community. Dr. Marrero also noted the campus is currently very focused on the SACS reaccreditation 10 year on-site visit scheduled for this coming April. And the new Strategic Plan 2014-2020 is also a priority. He feels we have to focus on investing in the infrastructure – both physical and people – to be able to succeed on all levels.

In his first days as president, Dr. Marrero conducted 23 interviews with a cross section of the campus community (AVPs, Directors, and Faculty). The common thread in what he heard is that we have to find out who we are, recognize this identity, and own it. In other words, clarify and pursue who we are, what we are, what we stand for, and what we want to be.

Dr. Marrero closed by noting the #1 issue for UWG is the Complete College Georgia program. This is and will continue to be a huge priority and will require all of us to do our part in our jobs to help our students graduate.

4. Master Plan Update – Brendan Bowen

Mr. Bowen announced that in the past 10 years we have done \$300 million worth of construction and added one million square feet to campus. He presented a PowerPoint slideshow (see attached) that highlighted the projects completed in just the last two years and showed opportunities for growth with the land we currently own. He also explained the core principles guiding the current Master Planning project.

Mr. Bowen then discussed the Greenbelt Project and announced we are working with the City of Carrollton to direct it through our campus at no cost to us. The pathway will be open to the public and will be maintained and patrolled by the University.

He highlighted some of the many major renovation projects currently underway around campus, and announced we have received the certificate of occupancy for East Village. There is also an ongoing Back Campus Drive project to build a pedestrian plaza with a focus on making this area more pedestrian friendly. He encouraged the staff to go and see the new projects across campus (Nursing Building, The Oaks, East Commons, etc.) These are remarkable additions to our campus.

Mr. Bowen described the Newnan Hospital renovation project, an economic development project for the city of Newnan (see attached). The hospital land and building were gifted to the city of Newnan by Newnan Hospital Inc., and the city of Newnan is renovating the building according to our needs. And in the end, UWG will be buying a building for \$5 million that has \$15 million worth of renovations. Work is being done to restore the historic portion of the hospital. The project is scheduled to finish in January 2015.

Mr. Bowen took the opportunity to thank his AEC team for their hard work and contributions to the success of all these projects, and he thanked all UWG employees for their patience during the many construction projects on campus. Information updates on construction projects can be found on the Campus Planning & Facilities website.

5. Title IX Update and New Process – Tricia Durrough/Juanita Hicks

Tricia Durrough gave a PowerPoint presentation on Title IX which prohibits discrimination based on sex or gender and addresses sexual harassment/assault (see attached). UWG needed to implement some new policies to be fully compliant with Title IX, and it was determined we needed a policy/procedure to address all civil rights violations in the same way. A committee was formed, and it developed new policies/procedures and are in the process of communicating the information across campus. The committee worked to develop a comprehensive grievance process and detailed investigation protocols for all civil rights violations.

Juanita Hicks explained that all employees are considered “reporting employees.” Employees must only report violations they witness to the Title IX committee. In contrast, a “responsible employee” has the ability/responsibility to report violations and potentially take action. “Employee investigators” will be trained to research/investigate complaints of violations. Hearing boards will also be utilized as part of the Title IX procedures. An investigation manual and further training materials are currently being developed. And a Social Equity Coordinator will be hired as a full time employee to handle all aspects of UWG’s Title IX compliance.

Volunteers are being accepted for roles as investigators and/or hearing board members. Employees should notify their supervisors if they are interested in volunteering.

6. Parking Update – William “Buddy” Lambert

Mr. Lambert showed campus maps to illustrate the current parking and the FY04 parking plan, and he highlighted the proposed changes to parking on campus (see attached).

Starting this fall, all residential freshman students will be required to park at the Athletic Complex lots, and 24-hour busing will be provided to campus. Also, twice a week bus service will take students off campus to shop (Kroger, Target, etc.).

He explained upcoming changes that will provide additional parking for faculty/staff. These changes provide an additional 155 spaces for faculty/staff parking. Mr. Lambert stressed that faculty/staff are also allowed to park in spaces on campus designated as Open Parking.

Mr. Lambert revealed new signage designed to make it very clear which lots are faculty/staff vs. commuter. In closing, he strongly encouraged everyone to utilize our free bus service on campus.

7. Closing– Erin Brannon

Ms. Brannon announced the next Open Forum All Staff meeting is scheduled for Wednesday, October 16th in the Campus Center Ballroom.

Dr. Marrero closed the meeting by asking the staff to start the tradition of addressing everyone you meet with a “GO WEST! - GO WOLVES!” greeting! **Adjournment – Erin Brannon**

Ms. Brannon adjourned meeting at 11:49 am.

All-Staff Open Forum Meeting

October 10, 2014 at 11:00am

TLC 1305

1. Call to order by Erin Brannon – 11:00am

2. Welcome and Introduction – Erin Brannon

Erin introduced SAC Chairs and representatives. She then welcomed president, Dr. Kyle Marrero.

3. **Opening Remarks – Dr. Kyle Marrero**

Dr. Marrero introduced our new Vice President of Academic Affairs, Michael Crafton. He gave an update on Fall 2014 enrollment (record enrollment of 12,203 students), freshman to sophomore retention rates (2.3% increase) and four and six year graduation rates (15.9%/41%). He recapped the goals for equity increases and is working to provide equity increases to staff in the 11-19 pay scales. He then summarized the budget request process for FY 16 budget. He explained that USG is requiring every institution to fiscally model a 3% reduction. Each department on campus should be working on their model, but Dr. Marrero said the chances are low that we would get a cut because of our accomplishments, including a record enrollment.

Dr. Marrero then provided an update on the work being done in the Leadership Development Institute. He has appointed a survey committee to develop a new survey for EngageWest and will use an external service to administer it. They are also developing an EngageWest brochure that guests and community members can reference.

He has charged two new committees: the Sustainability and the Diversity and Inclusion committees. These committees have until April to submit a 6 year plan. He reiterated that UWG should celebrate our diversity and similarities. He wants this university to be the best place to work, learn, and succeed.

4. **A-Day Campaign Update - Nicole Fannin**

Nicole reiterated that there are only a few days left to donate! The slogan this year is, "Dreams Come True When You Choose to Give West." The money from the campaign goes to fund scholarships for our students. She is hoping for a big push to get the current percentage of 44% to the goal of 70%. Nichole was the recipient of a scholarship and is asking if you were to, to please share your story with others and encourage them to give. 613 scholarships were awarded last year alone!

5. **Campus Center – T.J. Peele, Stephen Delaney and Mark Henley**

T.J., Stephen and Mark came to give an overview of the amenities that are now available through the campus center to all full-time benefited employees. Some of the amenities in the center include:

1/8 mile track; 4 basketball courts, fully equipped game room, 2 aerobic studios, 6 tennis courts and 4.5 acres of intramural sports fields. Faculty and staff also have use of the ballroom and other meeting rooms. You can now go to the website to fill out reservation forms and to view the live calendar to see when rooms are available.

Free membership is for the employee only, but the Campus Center also has rates for spouses, adult household members and dependents. Note that the gym is usually closed in early August and during Winter break for upgrades and renovations.

To access the gym, just bring your ID card and enter through one of 3 turnstiles. There are new faculty and staff locker rooms with showers and lockers. Busy times are from 4-10pm on weekdays. This is a student-run facility. Please see the front desk next for tours and questions.

UREC has many programs to offer as well. Faculty and staff can check out camping and adventure equipment. They also offer intramural sports like flag football, soccer, tennis and volleyball for a small fee. UREC offers over 100 free fitness classes each week. Personal trainers are available for a small fee, but fitness assessments and consultations are free. They have a climbing wall and offer club sports and adventure trips. UREC is adding more faculty/staff centered activities and teams too.

Check out the Campus Center website or stop by the administrative office for more information.

6. Sustainability Council - Hannes Gerhardt

Hannes shared that the council began in 2012 with about 10 principle members. Their mission, as part of the Strategic Plan, is to identify, share and promote suitability activities and initiatives on campus and in the community. Hannes and the other members are working to come up with ways to measure sustainability. They are looking at two different organizations (Princeton Review & AASHE) that assess and review campuses. Hannes is working to fulfill the criteria so we can be recognized as a Green Campus and so we can catch up to our peer institutions.

The Council task forces have been focusing this year on developing and highlighting curriculum that engages students; setting up a bike share; look into solar energy; expanding the campus garden into a working farm and developing a website to advertise UWG's sustainability initiatives.

Get involved:

- 1) Check out website (soon): <http://www.westga.edu/green/>
- 2) Get on listserv: Go-Green-List
- 3) Contact me to join a Task Force or to create a new one!
hgerhardt@westga.edu

7. Human Resources – Benefits – Rodney Byrd

Rodney reiterated that the Benefits Fair is on Tuesday, October 14th from 9:00am-3:00pm in the lower level Z-6. Open enrollment this year will be from November 3rd through the 14th with a soft opening a week earlier. All employees will have to sign in and participate in the enrollment. No changes can be made after the enrollment period. Appointments can be made with HR to answer and questions.

All of the medical plans are being renamed and some premiums will go up and some will go down, depending on if you choose an over or undervalued plan. The HSA match will stay the same. The Blue Choice and Kaiser plans will only be available to people in the Atlanta area (based on home zip code). Out-of-pocket maximums, deductibles and copays will be changing too. The surcharge for smoking will be going up to \$75 per person. Members that have a hard time affording the surcharge can contact HR and they can accommodate the cost if the member joins a smoking cessation plan. Dental is increasing by 11.8%. Employees will be able to cover their dependent to age 26 without college verification. Another change is that GRA hours will need to be tracked so they can be offered the opportunity to select health coverage offered through UWG. GRAs that are eligible can decline the coverage, but they must still be covered on a health plan. The handouts she provided are attached.

USG is adding two new voluntary benefits: the LifeStyle benefits and the USG perks. A new tool that will be available is the Castlight Transparency Tool which can compare charges for any service so members can plan ahead.

Each employee will be getting enrollment paperwork in the mail shortly that outlines all of the changes. An overview is attached.

8. 2015 Holiday Schedule Proposals - Juanita Hicks

Juanita joined us to announce the 3 option proposal that Human Resources has come up with regarding the 2015 Holiday Schedule. With all options, Memorial Day has been changed to a paid holiday and there will be several reduced service schedule days.

- Option 1: 2 days of unpaid closure
- Option 2: 1 day of unpaid closure
- Option 3: No unpaid closures

To submit their option or provide feedback, staff members can go to the SAC website (see below) or contact their representative. The deadline for feedback is Friday, October 17th at 5:00pm. Juanita will compile the feedback and submit it to PAC on October 21st and the President will decide soon after on the final schedule for 2015.

9. Closing – Erin Brannon – 12:15pm

Erin opened up the floor for any questions/concerns/rumors, but none were brought forth.

Submitted by Meggie Miller 10-13-14

Staff Advisory Council

All-Staff Open Forum

October 10, 2014

Introduction of Officers and Representatives

Staff Advisory Council

Opening Remarks

President Kyle Marrero

A-Day

Nichole Fannin and Kim Holder



DREAMS COME TRUE WHEN YOU GIVE WEST!

A-Day Campaign 2014



GO WEST for A DAY

The Go West for A DAY campaign benefits the UWG Annual Fund. This campaign is specific to the alumni, friends, and businesses of Carroll County that support the university.

Gifts to the Go West for A-Day campaign provide scholarships for students who might otherwise be unable to attend college. It maximizes the effectiveness of donations by consolidating gifts of all sizes and distributing them where they will do the greatest good.

“We live in an interdependent world. Every time you cut off somebody else's opportunities, you shrink your own horizons.”

- Bill Clinton



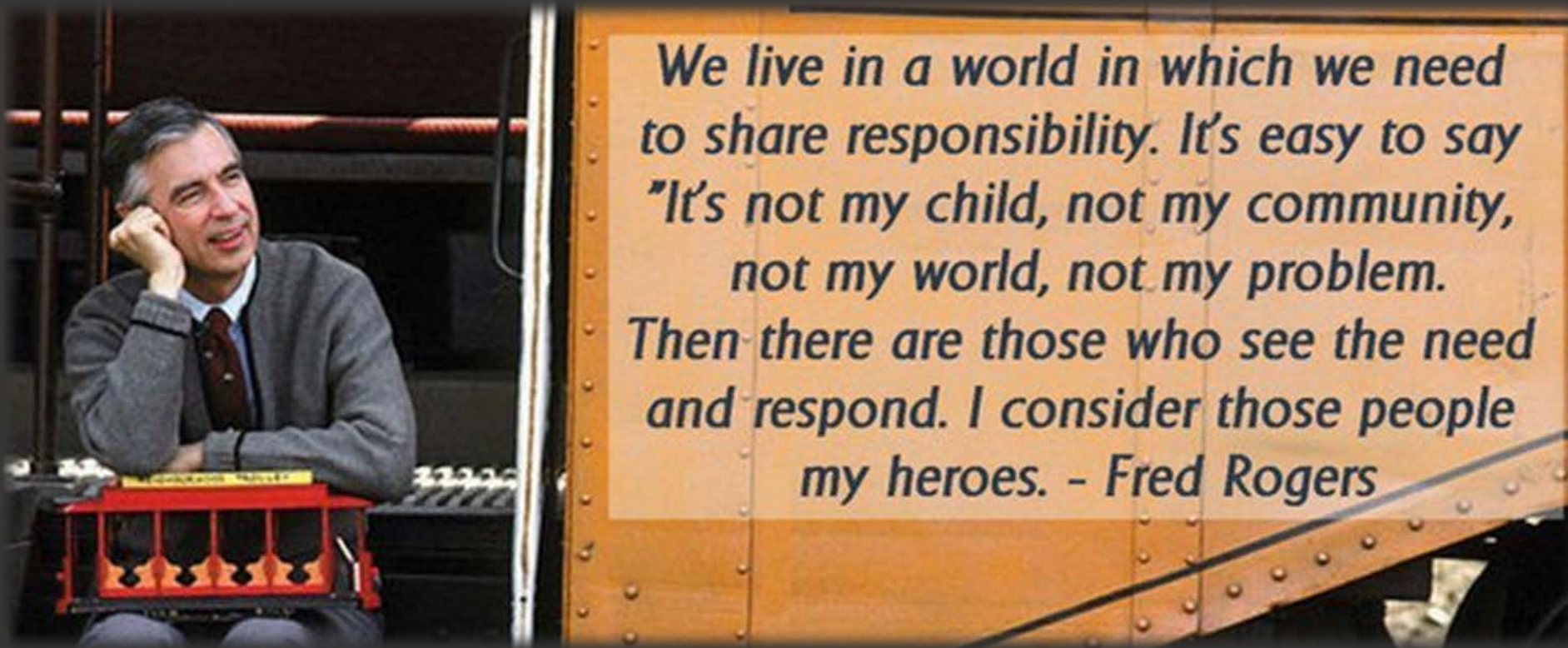
“Whatever affects one directly, affects all indirectly. I can never be what I ought to be until you are what you ought to be. This is the interrelated structure of reality.”
—Martin Luther King, Jr.

Why Should I Give?

Our participation rate is used to solicit dollars from external sources.
When we believe, they believe.

The dollars you give can fund your priorities at UWG.

You know better than anyone the value of the education that you provide.



We live in a world in which we need to share responsibility. It's easy to say "It's not my child, not my community, not my world, not my problem. Then there are those who see the need and respond. I consider those people my heroes. - Fred Rogers

40% of our students are first-generation

7% receive scholarships

60% work to pay their way through school



IT
TAKES A
VILLAGE

WE WANT YOU

VILLAGE PEOPLE®



2013-14 CONTRIBUTIONS

\$148,827 Raised by Faculty/Staff

67% Participation Rate

613 Scholarships were awarded in 2013/2014



2014-15 GOAL



**70% Participation
Rate**

***Let's go ALL IN to
transform the lives of
our students...***

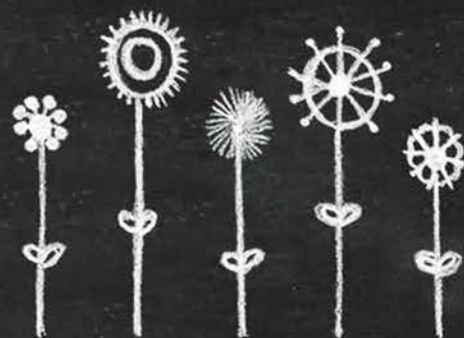
We make a living by what we get.

We make a life by what we give.

- Winston Churchill

THANK

YOU

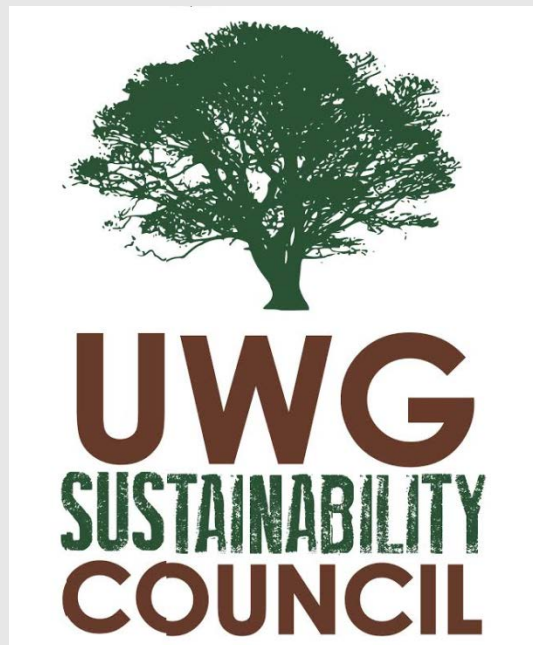


Campus Center

Sustainability Council

THE SUSTAINABILITY COUNCIL AT UWG

The purpose of the SC at the University of West Georgia is to identify, share, and promote sustainability activities and initiatives on the UWG campus and in the community.



In the Strategic Plan

The value of **sustainability** is evident in our obligation to maintaining ecological balance in our planning and operations that make possible for future generations the same or better quality of opportunities for success available to present employees and students.

In the Strategic Plan

Strategic Imperative IV, goal B, objective 2:

The University of West Georgia is committed to "creating a built environment that is sustainable and relevant" by "developing and implementing a measured program aimed at achieving and communicating the University's commitment to lead in the field of environmental and social sustainability"

Princeton Review



And

AASHE (Association for the Advancement of Sustainability in Higher Education)



We need to catch up to our peer institutions:

Princeton certified “Green Colleges”

GEORGIA

Agnes Scott College

Berry College

Emory University

Georgia Institute of Technology

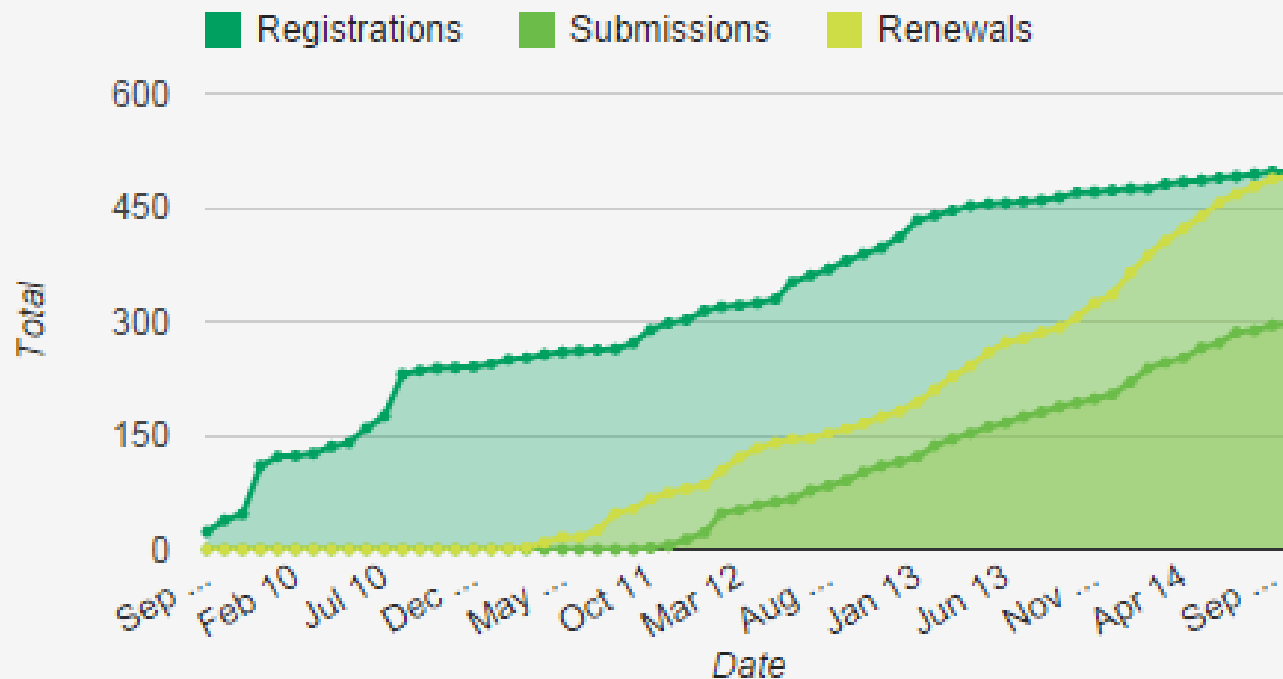
Georgia Southern University

Kennesaw State University

University of Georgia



We need to catch up to our peer institutions:



What makes a “sustainable university”?

Credits: Academics, Engagement,
Operations, Planning, Innovation



<https://stars.aashe.org/pages/about/technical-manual.html>

Sustainability Council Task Forces:

1) Curriculum and Engagement

2) Bike Share

3) Solar

4) Farming

5) Website

Get involved:

1) Check out website (soon):

<http://www.westga.edu/green/>

2) Get on listserv: Go-Green-List

3) Contact me to join a Task Force or to create a new one!

hgerhard@westga.edu

Benefits

2015 Benefit Changes Overview



Key Topics

- Healthcare
- Dental/Vision
- Minnesota Life/Disability
- Tobacco Surcharge Update
- Retiree Information
- Misc.

General Information

- Employee Benefits Fair : October 14, 2014
 - Lower Level Z-6 from 9 a.m. until 3 p.m.
- Open Enrollment: November 3rd – November 14th
- Appointments will be made available in Human Resources to assist employees with issues and questions.

Healthcare

- Name Changes: OA POS becomes the Comprehensive Care Plan
HSA OA POS becomes the Consumer Choice HSA Plan
- Comprehensive Care Plan
 - Increased in-network deductible and out of network deductibles (Average of \$200)
 - Increased in-network out of pocket maximum and out of network out of pocket maximum.
 - Increased in-network specialist co-pay by \$10.
 - Urgent care co-pay of \$35
- Consumer Choice HSA Plan
 - Increased out of network deductible.
 - Increased in-network and out of network out of pocket maximum.
 - Increased in-network co-insurance from 15% to 20%. Out of network increased from 30% to 40%.
- Kaiser HMO
 - Increased preferred brand co-pay from \$25 to \$35 and non-preferred from \$35 to \$45.
 - Emergency room co-pay increased from \$150 to \$250.

Healthcare (Cont.)

- Blue Choice HMO
 - Increased primary care co-pay from \$20 to \$30.
 - Increased specialist visit co-pay from \$25 to \$50.
 - Increased out patient hospital services from \$100 to \$200.
 - Increased in patient hospital services from \$250 to \$500.
 - Increased urgent care co-pay from \$30 to \$50.
 - Added co-pay to behavioral health services
 - Increased brand name prescription co-pay from \$25 to \$35.
- HSA match to remain the same for 2015.
- Premiums
 - Move to Value based (Actuarial) pricing of plans.
 - Taking steps towards Defined Contribution Employer Share Approach
 - Active Employee and pre Medicare retiree Premium Changes
 - Comprehensive Care plan decrease in premiums by 6%.
 - Consumer Choice HSA plan increase in premiums by 32%.
 - Blue Choice HMO plan increase in premiums by 24%
 - Kaiser HMO plan increase in premiums by 4%

Dental/Vision

Dental Plan – Delta Dental

- Plan benefits remain the same as 2014.
- Premiums will be increasing by 11.8%.
- Dependents added to age 26 with no college verification.

Vision

- No Changes to the plan benefits or premiums.

Minnesota Life/Disability Plans

Minnesota Life

- Plan benefits remain the same as 2014.

Disability Plan (Short Term and Long Term)

- No Changes to the plan benefits or premiums.
- Employees will have to coordinate benefit with sick and annual leave.
- Employees can no longer use them both at the same time.

Tobacco Surcharge Update

- Employees again required to certify their tobacco use status or default to user.
- Tobacco surcharge increasing from \$50 to \$75 per member age 18+ who uses tobacco. This charge will apply for each covered member that uses tobacco.
- Employee may change status at any time. Change will go into effect the 1st of the month after the change.
- No refunds will be given for employee who do not certify in time.
- “Reasonable Alternative” may be available to tobacco users who ask to be provided one.

Retiree Information

- Last Open Enrollment period in which retirees will be allowed to add dependents ages 19-25.
- USG plan will become secondary payer for Medicare Eligible retirees on July 1, 2015.
- System office will pay late enrollment penalties for retirees affected by this change.

Misc. Information

- New Voluntary Benefits for 2015
 - Lifestyle Benefits
 - USG Perks
- No administrative changes will be allowed after open enrollment unless there is a system error or administrative error.
- CVS Caremark will be new Pharmacy Benefit Provider.
- New Plans and tools available to employee (Integrated Health Model and Castlight Transparency Tool)
- During open enrollment employees will be required to answer questions about their spouse's healthcare coverage.

Let Us Help You Make the Right Choices!



2015 Proposed Holiday Schedules

Option I – Allows for Memorial Day to be paid. The Winter Holiday Break requires two days of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year’s Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee’s Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule *(Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule *(Campus Open – See Notes)		December 22 nd	Tuesday
University Closed**		December 23 rd	Wednesday
University Closed**		December 24 th	Thursday
Winter Holiday Break		December 25 th	Friday
Winter Holiday Break	Washington’s Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran’s Day (Nov. 11 th)	December 31 st	Thursday

***Reduced Services Schedule** - The institution **will be open** on these days; however, we will operate on a reduced level. Annual leave and comp time will be granted at the discretion of the supervisor. Offices that choose to close during this time will be required to designate another office to accept emergency phone calls and will need to determine a designee who will handle responses.

****University Closed** - The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options: use annual leave, comp time, no pay, or flex schedule.



Option 2 - Allows for Memorial Day to be paid. The Winter Holiday requires one day of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year’s Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee’s Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule* (Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
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****University Closed** - The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options: use annual leave, comp time, no pay, or flex schedule.



Option 3 – This schedule allows for Memorial Day to be paid and does not require any unpaid closure days.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break – Thanksgiving Day		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule* (Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
Reduced Services Schedule* (Campus Open – See Notes)		December 24 th	Thursday
Winter Holiday Break – Christmas Day		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
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****University Closed** - The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options: use annual leave, comp time, no pay, or flex schedule.



Thoughts on the holiday schedule proposals?

Please offer feedback at
www.westga.edu/sac
by 5pm on October 17th.

Questions? Concerns? Rumors?



University of West Georgia

FY16 Budget Town Hall

Dr. Kyle Marrero
October 9, 2014

Go West. It changes everything.





USG and State of Georgia – Budget Request, Climate and Timeline

“Creating A More Educated Georgia”

FY 2016 Budget Cycle

(Budget Effective July 1, 2015 – June 30, 2016)

June – September 2014

- Development of FY16 Budget Request

September 2014

- **Board Approves FY16 Budget Request**

September 2014

- USG Submits FY16 Budget Request to Governor

January 2015

- Governor's Releases Budget Recommendations

March – April 2015

- General Assembly Finalizes FY 16 Appropriations

April 2015

- **Board Approves Allocations, Tuition and Fees**

April – May 2015

- Institutions Develop and Submit FY16 Budget

May 2015

- Board Approves FY16 Budget (By Institution)

June 2015

- FY16 Annual Operating Budget Submitted to OPB

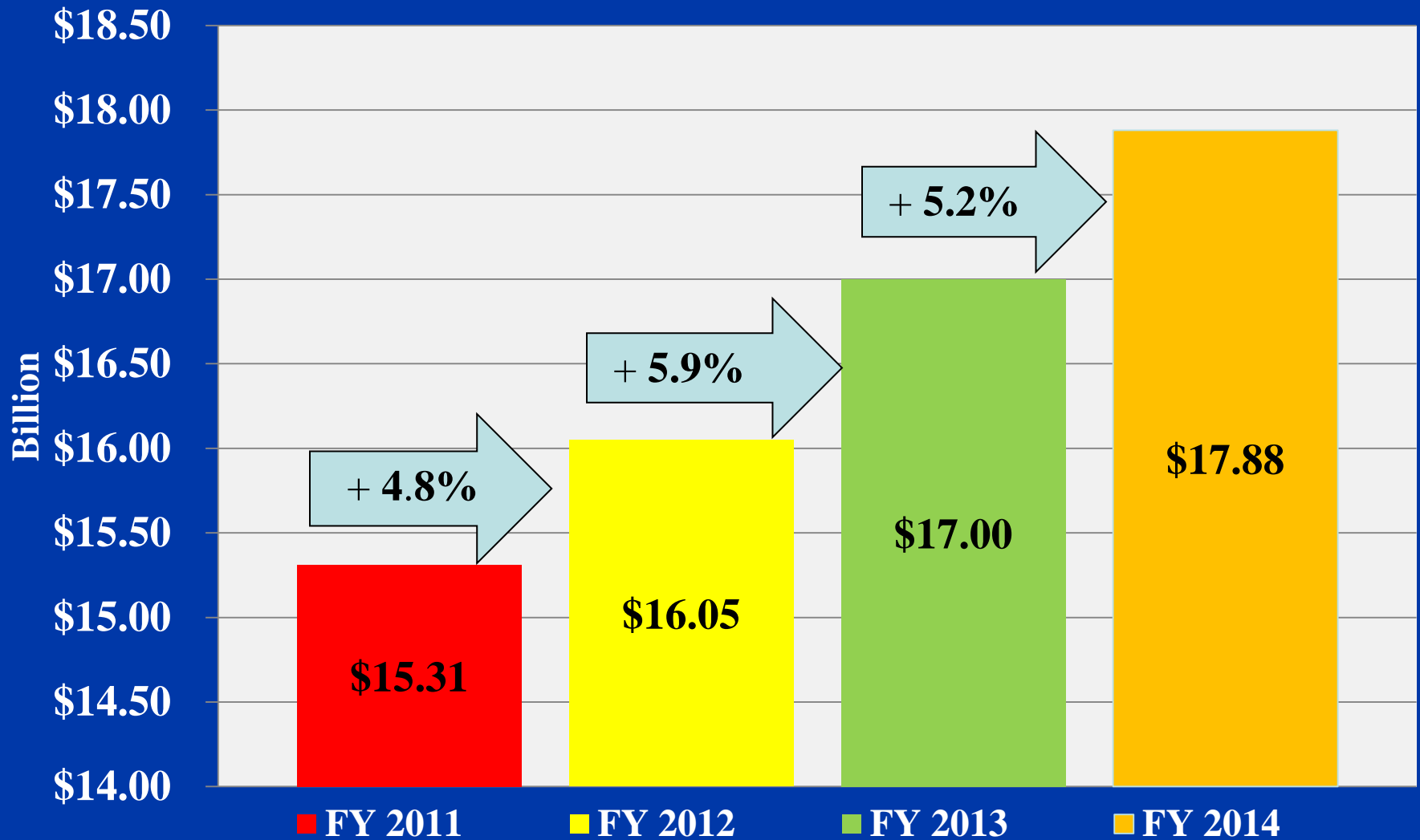
FY 2015 Budget - \$7.77B

State Appropriations	\$1,939,087,764
Tuition	1,765,103,181
Special Institutional Fee	206,960,404
Other Revenues	378,575,411
Sponsored	2,012,028,381
Departmental Sales and Services	260,037,132
Total Educational and General	6,561,792,273
Capital	139,221,744
Auxiliary Enterprises	938,866,341
Student Activities	128,334,305
Total FY 2015 Original Budget	\$7,768,214,663

~25% of Total
Budget

State Revenue Collections

FY 2011 – FY 2014 Actual Collections



State Budget Outlook

- Revenue Collections
 - FY 2015 Projected Growth of 5.0%
 - FY 2016 Likely Growth of 5+%
- Revenue Shortfall Reserve \$900 Million
- FY 2015 Amended and FY 2016 Budget Issues:
 - Continue to Rebuild Revenue Shortfall Reserve
 - Healthcare:
 - Medicaid and Health Plans
 - Affordable Care Act
 - Education Enrollment Funding (Primarily K-12)
 - Retirement – TRS and ERS

Budget Instructions

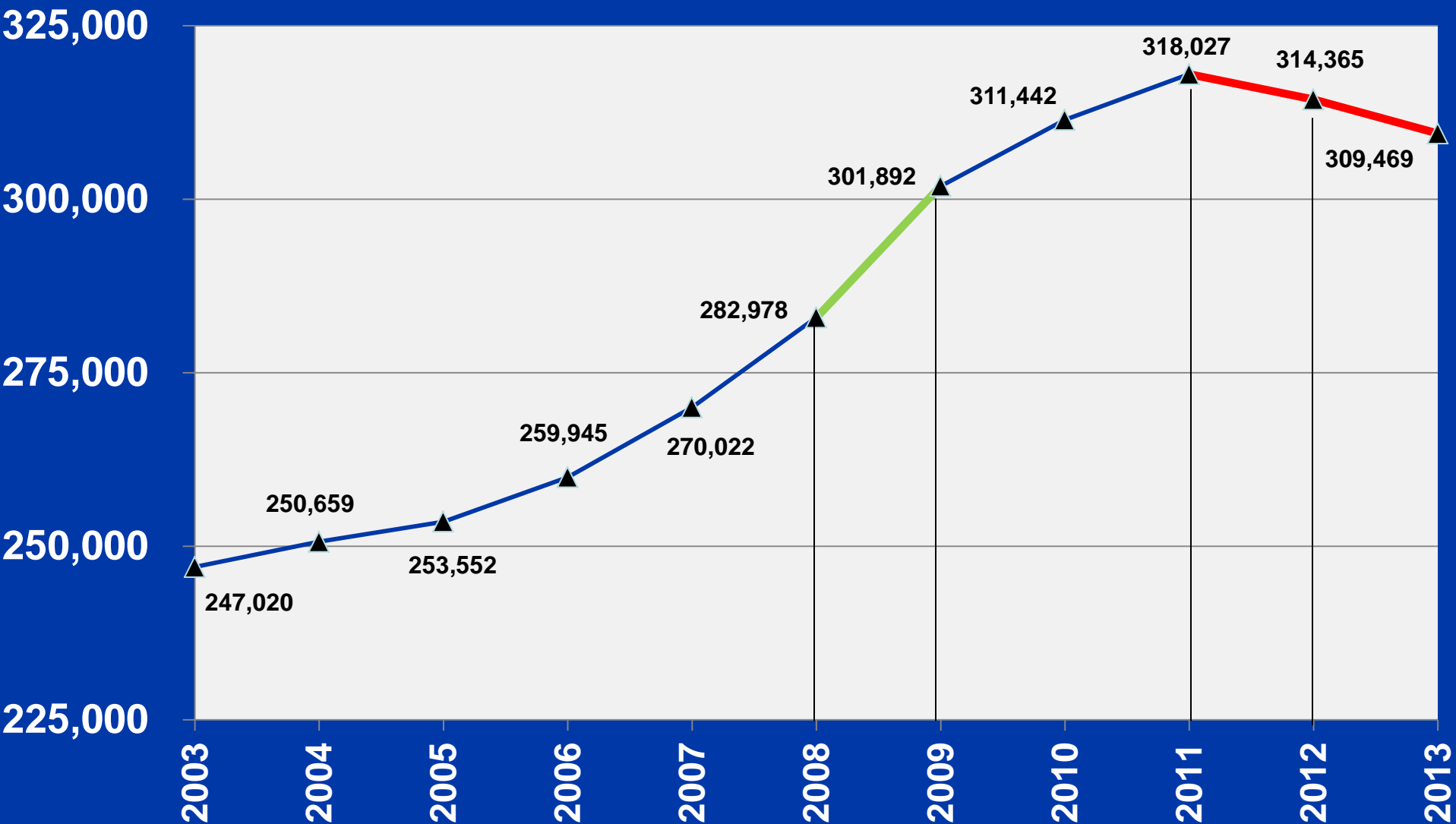
- Provided by the Office of Planning and Budget (July 9th)
- No required reductions or withholds
- Request Limited: For most State Agencies the FY 2016 Budget Must Equal the FY 2015 Budget
- Exception: State Education Agencies May Request Workload Increases (Enrollment, M&O and Fringes)
- Other Requests Must Contemplate Redirected Funds
- FY 2015 Amended: No Change to Base Funding

Performance Funding

- Performance Funding
- Transition to Performance Will Begin in FY 2016
 - Currently in Discussion with Budget Offices
 - Request for Additional Study of Some Components
- FY 2016 Approach: Add-On Funding Based on Metrics
- FY 2017 and Beyond: Significant Portion of Formula Earnings Based on Metrics
- Anticipated Agreement By December for FY 2016 Funds
- OPB Instructions: Request Formula Funds Using Existing Enrollment-Based Formula

University System Enrollment

Fall Headcount Enrollment



FY 2016 System Request

- Enrollment Funding:
 - 1.08% decline in semester credit hours
 - Growth: Upper Level and Graduate/Professional Course
 - Decline: Lower Level Courses
 - \$7.62 million in net additional enrollment funding
- Maintenance and Operations:
 - Additional 1.2 Million Square Feet of Space
 - \$7.13 Million
- Health Insurance:
 - Active and Retired Employees
 - Enrollment, Health Inflation and Affordable Care Act
 - \$24.4 Million (Active) and \$5.3 Million (Retirees)

Budget Issues/Concerns

- Eventual Allocation Issue...\$7.6 Million to satisfy 30 institutions with FTE gains/losses:
 - Enrollment Gains: 17 Institutions + \$39.9 Million
 - Enrollment Decline: 14 Institutions - \$32.3 Million
 - Reductions to “Right Size” Institutions
- Internal Budget Instructions for Budget Hearings:
 - All Asked to Identify Potential 3% Reduction
 - All With >3% Enrollment Decline – Construct a Corresponding Reduction Plan
- Performance Funding (No Guarantees)
- Welcome Allocation Strategies and Suggestions

FY 2016 Formula Request

Enrollment Growth	\$ 7,624,240
M&O Funds - Increased Square Footage	7,130,414
Health Insurance – Employer Share	24,390,426
Retiree Health and Life Benefits	5,307,276
Payback Projects Retired (4 Projects)	1,310,760
Reduce Funding Georgia Gwinnett College	<u>(1,375,000)</u>
Total Formula Request	\$ 44,388,116

FY 2016 Funding Change

Fiscal Year 2015 State Appropriations **\$ 1.939 Billion**

Formula Increase **\$ 44.39 Million**

Other **1.98 Million**

Total Increase (2.5%) **\$ 46.37 Million**

FY 2016 Total Request **\$ 1.985 Billion**



Design

ASU	Health Professions Acad. Center	\$ 1,800,000
AMSC	Student Services & Success Center	700,000
CLSU	Academic Core Renovations	1,400,000
GPC	Alpharetta Labs & Student Learning	500,000
UNG	Dahlonega – Convocation Center	3,500,000
UWG	Biology Renovation & Expansion	<u>1,900,000</u>
	Subtotal	\$ 9,800,000



UWG FY16 Budget Process, Overview and Timeline

Go West. It changes everything.





Timeline/Due Dates:

- **October 22, 2014 - The date that the departmental submittals are due to major unit for review (college, school, subdivision unit, etc.).**
- **November 5, 2014 – The date all information is due to the Vice President of the division.**
- **November 10, 2014 – Vice Presidents and President need to complete their reviews.**
- **November 11, 2014 – PAC final review**
- **November 12, 2014 – Due to Budget Office for finalization**
- **November 26, 2014 – Due to USG**



BOR Budget Template (question #6)

The FY 2016 budget request includes a modest increase to state funds of approximately \$7.6 million, resulting from a 1.08% drop in credit hours during the 2013-2014 academic year. The growth experienced in the upper level, graduate and professional credit hours offset the significant decline in the lower level credit hours. How will your institution address the loss in funding over a three-year period, assuming a 3% reduction in state funds? Be specific. Your actions should specify reductions in force (RIF) plans, if needed. Please use the attached Excel template to provide a list of actions with the corresponding savings (tab labeled Reduction Actions).



- The total reductions each year need to equal \$1,374,057 = 3%.
 - The first and second year may contain reductions temporary in nature (non-recurring).
 - The third year must contain all permanent reductions.
 - The possibility of the reductions occurring is **VERY UNLIKELY GIVEN OUR ENROLLMENT GROWTH**; however, we still need to provide plausible options as part of good, strategic, fiscal planning exercise.



Example using mathematical illustration only - the final exercise will not look like this!

	Reduction Action	# of Positions Impacted (if applicable)	FY 2016	FY 2017	FY 2018
	Strategic Reserve				
1	Non-recurring contribution to reduction plan		\$916,038	\$458,019	\$0
	All Divisions Reduction Plan				
2	President's Division		\$40,763	\$81,527	\$122,290
3	Business and Finance		\$67,787	\$135,573	\$203,360
4	Student Affairs		\$41,222	\$82,443	\$123,665
5	Academic Affairs		\$285,804	\$571,608	\$857,412
6	Advancement		\$22,443	\$44,887	\$67,330
	Total		\$1,374,057	\$1,374,057	\$1,374,057



BOR Budget Template (question #7)

**If your institution receives additional funds in FY 2016, what are the top five (5) budget priorities for your institution?
How will new funds be utilized to best serve students?
Please use the attached Excel template to provide the estimated cost associated with each priority (tab labeled New Funds).**



- When listing new funding requests, it is imperative that the request align to the university's strategic plan and/or the university's Complete College Georgia plan.
- Please provide as detailed description of the request as possible indicating where there is applicable UWG Strategic Plan alignment, CCG-UWG plan alignment, and USG Strategic Plan alignment.
- For new positions, please include the fringe costs at 20% of the salaries and add an additional \$7,500 for health insurance.
- You may access the strategic plan at:
<http://www.westga.edu/engagewest/1070.php>
- You may access the university's CCG plan at:
http://www.westga.edu/vpaa/index_22540.php



Structure of Budget Priorities and Source of Funds

- **Priority #1** – approximately \$1.5 million of new funding requests
 - Source of funds will be requested from BOR reflecting FTE/headcount growth
- **Priority #2** – approximately \$600,000 of new funding requests specific to graduate instruction and support
 - Source of funds will be requested via a 9% graduate tuition increase request
- **Priority #3** – approximately \$1 million of new funding requests
 - Source of funds will be requested via a 2.5% undergraduate tuition increase request



IMPORTANT: Equity and Salary Merit Increases are not part of this exercise – these are funded either internally or via legislative process. Pending our success with the BOR funding requests, we will use a portion of our growth revenue to fund equity increases for FY16.



	Oct. 1	Oct. 1-22	Oct. 23-Nov. 5	Nov. 6-10	Nov. 11	Nov. 12	Nov. 26
VPs provide direction to direct reports							
Internal unit/department process		Faculty Senate Budget Committee - TBA Town Hall - Oct. 9 Staff Advisory Council - Oct. 10					
School/College/Major Unit review							
VP/President Review							
Final PAC Review							
Due to Business & Finance							
Due to USG							

General Process

Beginning Oct. 1, we will ask academic and non-academic units to start putting together unit and department needs assessments, roll those up to Colleges and non-academic units, prioritizing at each level, then repeat the prioritization process at the division level and ultimately with overarching institutional needs.

Important!

- Activities should focus on questions #6 & #7
 - 3% reduction scenario (over three years)
 - New Funding Requests
- All actions and requests should align with the UWG Strategic Plan and with Unit Goals
- Remember that CCG-RPG remains our primary goal and future determiner of performance funding, so please ensure requests have direct or indirect impact.
- VPs should hold a divisional meeting with direct reports to finalize requests



QUESTIONS!

Go West. It changes everything.



STAFF ADVISORY COUNCIL MEETING

October 8, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, S. Carter, T. Christman, D. Curley, M. Davis, J. Etheredge, K. Hemphill, K. Ballard, J. Lambert, D. Liverman, N. Lott, M. Miller, T. Puckett, S. Robinson, J. Robinson, R. Smith, K. Willingham, A. Wright, E. Brannon, A. Lewis, M. Parham,

Absent – M. Ertzberger, Z. Green, J. Morgan, T. Morris, S. Pitts, D. Richards, H. Roberts, E. Shooks, A. Skinner, E. Smith, B. Smith, A. Udin, S. Young

1. Call to order by Erin Brannon – 11:00am

The computer projector was not working, but the PowerPoint was not needed to continue the meeting.

2. Guest Speakers

Dr. Melanie McClellan, Director of Community Engagement

Appointed by Dr. Marrero, Dr. McClellan is working specifically on Strategic Imperative 3 to partnership success and to build engaged and mutually beneficial collaborations with the university and community. So far Dr. McClellan has a Campus Compact Workshop. She has been learning about the Carnegie Community Engagement Classification, listening to various people on campus including the President, VPs and Deans. She has also been researching other campuses to see how they connect and partner within their communities. She has started working with different departments on campus to learn about their needs and to find out what strategies work well and which ones don't. She plans to survey the faculty and staff soon to get their input.

She was offered an office at the Chamber of Commerce. What she learned...UWG is doing great things, people don't know what each other is doing, Carroll County is doing great things, often difficult for community partners to find out how to connect to UWG, challenging for UWG people to connect to the community, we can learn a lot from other campuses, and the Carnegie Community Engagement classification is a serious undertaking.

Dr. McClellan asked for our input and several members expressed that it is sometimes difficult to find volunteer opportunities for students and finding community resources can be difficult. They made several suggestions including having a UWG webpage where employees can find links to the community and having them categorized. It was also suggested that creating workshops and lunch & learns might be a good way to connect UWG and the community. Dr. McClellan also suggested that it might be beneficial to have a UWG webpage/hub for the community, so it might be easier to find out what is going on around campus.

Dr. McClellan is compiling all of the feedback she has been getting. She plans to develop and implement a short-term communication plan to begin improving the coordination of UWG/Community Partnerships and work with a task force to develop informed plans and recommendations for the future.

Ketty Ballard, Associate Director of Recruiting and Admissions (Divisional Administrator for Best of the West)

Ketty wanted to remind the committee that the deadline for the Quarterly Divisional Award, for the Best of the West Employee Award & Recognition Program, is October 15th, 2014. There is a big push on campus to recognize employee contributions and successes. Anyone, regardless of how long they have been employed at UWG, can nominate an employee. The employee must be a fulltime (faculty or staff) and have been employed for at least one year at the time of nomination. Their supervisor will also have to complete a form confirming their employment and title. Nominees' contributions can be for small or big projects. The awards are linked with the University Values and Strategic Imperatives.

Quarterly Award winners will receive prizes, many of which are UWG related or promote wellness on campus. All quarterly award winners will be entered into the pool for the Employee of the Year Award, which includes a \$1,000 salary increase.

Forms, links and information can be found at <http://www.westga.edu/engagewest/1724.php>. And don't forget to submit your nomination by October 15th!

Elizabeth Kramer from Faculty Senate was not able to make it to our meeting, but she will present at the November meeting.

Juanita Hicks, Executive Director of Human Resources

Juanita joined us to announce the 3 option proposal that Human Resources has come up with regarding the 2015 Holiday Schedule. With all options, Memorial Day has been changed to a paid holiday and there will be several reduced service schedule days.

To submit their option or provide feedback, staff members can go to the SAC website (see below) or contact their representative. The deadline for feedback is Friday, October 17th at 5:00pm. Juanita will compile the feedback and submit it to PAC on October 21st and the President will decide soon after on the final schedule for 2015.

Juanita will be presenting the options along with the upcoming changes to the benefits package for 2015 at the All-Staff Open Forum on Friday, October 10th at 11:00am. All of the medical plans are being renamed and some premiums will go up and some will go down, depending on if you choose an over or undervalued plan. The Blue Choice and Kaiser plans will only be available to people in the Atlanta area (based on home zip code). Out-of-pocket maximums, deductibles and copays will be changing too. The surcharge for smoking will be going up to \$75 per person. Members that have a hard time affording the surcharge can contact HR and they can accommodate the cost if the member joins a smoking cessation plan. Dental is increasing by 11.8%. Another change is that GRA

hours will need to be tracked so they can be offered the opportunity to select health coverage offered through UWG. GRAs that are eligible can decline the coverage, but they must still be covered on a health plan. The handouts she provided are attached.

Juanita confirmed that the Benefits Fair will be on Tuesday, October 14th from 9-3 in the lower level of the Z-6.

3. Business – Erin Brannon
None

4. Closing – Erin Brannon

Ms. Brannon reiterated that the All-Staff Open Forum is on Friday, October 10th at 11:00 in the TLC 1305 and adjourned the meeting at 12:15pm.

Next SAC meeting is on Wednesday, November 12th at 11.

Submitted by Meggie Miller 10-09-14

2015 UWG Holiday Schedule Proposal

Option 1 – Allows for Memorial Day to be paid. The Winter Holiday Break requires **two** days of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule *(Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule *(Campus Open – See Notes)		December 22 nd	Tuesday
University Closed**		December 23 rd	Wednesday
University Closed**		December 24 th	Thursday
Winter Holiday Break		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

Option 2 - Allows for Memorial Day to be paid. The Winter Holiday requires **one** day of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule*		December 21 st	Monday

(Campus Open – See Notes)			
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
University Closed**		December 24 th	Thursday
Winter Holiday Break		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

Option 3 – This schedule allows for Memorial Day to be paid and does not require any unpaid closure days.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break – Thanksgiving Day		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule* (Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
Reduced Services Schedule* (Campus Open – See Notes)		December 24 th	Thursday
Winter Holiday Break – Christmas Day		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

Additional Information:

***Reduced Services Schedule:**

The institution **will be open** on these days; however, we will operate on a reduced level. Annual leave and comp time will be granted at the discretion of the supervisor. Offices that choose to close during this time will be required to designate another office to accept emergency phone calls and will need to determine a designee who will handle responses.

****University Closed:**

The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options:

1. Hourly and Monthly staff may use eight hours of annual leave.
2. Hourly staff has the option of using any accrued comp time.
3. Hourly and Monthly staff may work a flex schedule for the week, i.e. four 10-hour days.
4. Hourly and Monthly staff may take the day off without pay.

Faculty:

- 10-Month Faculty – Faculty members with a 10-month designation **do not** accrue annual leave hours and **will not** be required to take leave at during the designated dates listed above.
- 12-Month Faculty – Faculty members with a 12-month designation **do** accrue annual leave hours and are required to take appropriate leave during the designated dates listed above.

Please do not hesitate to contact Human Resources if you have questions.

Rescheduled Holidays:

As noted in the holiday schedule, there are holidays in which the institution has selected to reschedule to a later date. Should an employee wish to observe a holiday that has been moved or has not been noted, they should work with their managers to accommodate the request by using annual leave or comp time.

Reference Only:

For reference purposes only, the State of Georgia Holiday Calendar is below. This information will not be included on the official Holiday Schedule document.

State offices will be closed for the following holidays during 2015:

- New Year's Day - Thursday, January 1

10/7/2014

- Robert E. Lee's Birthday - January 19 (*To be observed on Friday, November 27*)
- Martin Luther King, Jr.'s Birthday - Monday, January 19
- Washington's Birthday - February 16 (*To be observed on Thursday, December 24*)
- Confederate Memorial Day - April 26 (*To be observed on Monday, April 27*)
- Memorial Day - Monday, May 25
- Independence Day - July 4 (*To be observed on Friday, July 3*)
- Labor Day - Monday, September 7
- Columbus Day - Monday, October 12
- Veterans Day - Wednesday, November 11
- Thanksgiving Day - Thursday, November 26
- Christmas Day - Friday, December 25



2015 Summary of Healthcare Plan Changes

Change Plan names – the OA POS plan becomes the Comprehensive Care Plan and the HSA OA POS plan becomes the Consumer Choice HSA plan

Comprehensive Care Plan

- Increase in-network deductible from \$300 single/\$900 family to \$500 single/\$1,500 family
- Increase out of network deductible from \$500 single/\$1,500 family to \$1,500 single/\$4,500 family
- Increase in-network out of pocket maximum from \$1,000 single/\$2,000 family to \$1,250 single/\$2,500 family
- Increase out of network out of pocket maximum from \$3,000 single/\$5,000 family to \$3,750 single/\$7,500 family
- Increase in-network specialist office visit co-pay by \$10 from \$20 to \$30
- Add In-network urgent care co-pay of \$35 instead of co-insurance after deductible; not subject to deductible or co-insurance
- *Add ABA Autism Therapy Coverage*
- Increase pharmacy out-of-pocket maximum to \$1,100/member; capped at \$3,300/family

Consumer Choice HSA Plan

- Increase out of network deductible from \$2,500 single/\$5,000 family to \$3,000 single/\$6,000 family
- Increase in-network out of pocket maximum from \$3,000 single/\$6,000 family to \$3,500 single/\$7,000/family
- Increase out of network out of pocket maximum from \$6,000 single/\$12,000 family to \$7,000 single/\$14,000 family
- Increase in-network employee co-insurance from 15% to 20% (Employer co-insurance decreases from 85% to 80%)
- Increase out of network employee co-insurance from 30% to 40% (Employer co-insurance decreases from 70% to 60%)
- *Add ABA Autism Therapy coverage*

BlueChoice HMO

- Increase primary care office visit co-pay from \$20 to \$30 (services priced at \$20 co-pay change to \$30 co-pay)
- Increase specialist office visit co-pay from \$25 to \$50 (services priced at \$25 co-pay change to \$50 co-pay)
- Increase out-patient hospital services co-pay from \$100 to \$200
- Increase in-patient hospital services co-pay from \$250 to \$500

BlueChoice HMO continued

- Increase urgent care co-pay from \$30 to \$50
- Increase in emergency room co-pay from \$150 to \$250
- *Add ABA Autism Therapy coverage*
- Add \$500 co-pay to in-patient behavioral health services
- Add \$30 co-pay to out-patient behavioral health services
- Increase brand name prescription drug co-pay from \$25 to \$35
- Add 20% co-insurance to non-preferred brand name prescription drug with a \$45 minimum and \$125 maximum cost share
- Add pharmacy out of pocket max of \$1,100/single and \$3,300/family
- Decrease out-of-pocket max to \$5,500/single and \$9,900/family

Kaiser HMO

- Increase preferred brand co-pay from \$25 to \$35 and non-preferred co-pay from \$35 to \$45 at Kaiser pharmacy
- Increase emergency room co-pay from \$150 to \$250
- *Add ABA Autism Therapy coverage*

Premiums

- Move to Value based (Actuarial) pricing of plans
- Take step towards Defined Contribution Employer Share approach
- Active Employee and pre Medicare retiree Premium changes for 2015:
 - OA POS plan **decrease** in premiums by 6%
 - HSA OA POS plan increase in premiums by 32%
 - BlueChoice HMO plan increase in premiums by 24%
 - Kaiser HMO plan increase in premiums by 4%

Board of Regents of the University System of Georgia
 2015 Healthcare Plan Designs - Summary

	Consumer Choice HSA [€]		Comprehensive Care		BlueChoice HMO Plan	Kaiser HMO Plan
	In-network	Out-of-network	In-network	Out-of-network	In-network	In-network
Medical Benefits						
Deductible—Single	\$1,500	\$3,000	\$500	\$1,500	None	None
Deductible—Family	\$3,000	\$6,000	\$1,500	\$4,500	None	None
Out-of-Pocket Maximum—Single	\$3,500	\$7,000	\$1,250	\$3,750	\$5,500	\$6,350
Out-of-Pocket Maximum—Family	\$7,000	\$14,000	\$2,500	\$7,500	\$9,900	\$12,700
Coinsurance (% network rate)	80%	60%	90%	60%	100%	100%
Preventive Care Visits	100%	60%	100%	Not covered	100%	100%
Physician’s Office Visit	80%	60%	\$20 copay	60%	\$30 copay	\$20 copay
Specialist Office Visit	80%	60%	\$30 copay	60%	\$50 copay	\$25 copay
Outpatient Hospital Services	80%	60%	90%	60%	\$200 copay	\$100 copay
Inpatient Hospital Services	80%	60%	90%	60%	\$500 copay	\$250 copay
Urgent Care	80%	60%	\$35 copay	60%	\$50 copay	\$30 copay
Emergency Care	80%		\$150 copay, then 90% after ded.		\$250 copay	\$250 copay
Pharmacy Benefits						
Retail Rx - 30 day supply						** Kaiser Pharmacy Only
Generic	80%		\$10 copay		\$10 copay	\$10 copay
Preferred Brand	80%		\$35 copay		\$35 copay	\$35 copay **
Non-preferred Brand	80%		20% w/ \$45 min & \$125 max		20% w/ \$45 min & \$125 max	Not Covered
Mail Order - 90 day supply						
Generic	80%		\$25 copay		\$25 copay	\$20 copay
Preferred Brand	80%		\$87.50 copay		\$87.50 copay	\$70 copay **
Non-preferred Brand	80%		20% w/ \$112.50 min and \$250 max		20% w/ \$112.50 min and \$250 max	Not Covered
Pharmacy Out-of-Pocket Maximum	Combined w/ medical OOPM		\$1,100/Member; capped at \$3,300		\$1,100/Member; capped at \$3,300	N/A
Employer HSA Contribution						
Dollar for dollar match	\$375 Single/\$750 Family		None		None	None

€ All Services in the Consumer Choice HSA are subject to deductible except Preventive.

* Bold indicates change in plan benefit from 2014 to 2015

Board of Regents of the University System of Georgia
 2014/2015 Actives and Pre Medicare Retirees

USG Health Benefit Premiums	2014				2015			
	Employee	Employee + Child	Employee + Spouse	Family	Employee	Employee + Child	Employee + Spouse	Family
Employee Premium								
Consumer Choice HSA	\$47.00	\$83.00	\$96.00	\$132.00	\$62.00	\$110.00	\$128.00	\$176.00
Comprehensive Care	\$180.00	\$323.00	\$377.00	\$521.00	\$170.00	\$305.00	\$356.00	\$492.00
BlueChoice HMO	\$142.00	\$255.00	\$297.00	\$410.00	\$176.00	\$315.00	\$368.00	\$508.00
Kaiser HMO	\$138.00	\$248.00	\$289.00	\$399.00	\$143.06	\$257.02	\$300.00	\$414.00
Employer Cost								
Consumer Choice HSA	\$278.00	\$485.00	\$564.00	\$770.00	\$388.00	\$700.00	\$817.00	\$1,129.00
Comprehensive Care	\$433.00	\$781.00	\$911.00	\$1,257.00	\$345.00	\$623.00	\$727.00	\$1,003.00
BlueChoice HMO	\$341.00	\$614.00	\$717.00	\$991.00	\$365.00	\$659.00	\$768.00	\$1,061.00
Kaiser HMO	\$319.64	\$575.74	\$672.06	\$928.12	\$313.14	\$564.14	\$658.02	\$908.92
Total Premium								
Consumer Choice HSA	\$325.00	\$568.00	\$660.00	\$902.00	\$450.00	\$810.00	\$945.00	\$1,305.00
Comprehensive Care	\$613.00	\$1,104.00	\$1,288.00	\$1,778.00	\$515.00	\$928.00	\$1,083.00	\$1,495.00
BlueChoice HMO	\$483.00	\$869.00	\$1,014.00	\$1,401.00	\$541.00	\$974.00	\$1,136.00	\$1,569.00
Kaiser HMO	\$457.64	\$823.74	\$961.06	\$1,327.12	\$456.20	\$821.16	\$958.02	\$1,322.92

Board of Regents of the University System of Georgia
 2015 Medicare Retiree Rates

USG Health Benefit Premiums	Medicare Retiree	Retiree w/ Spouse (both Medicare Eligible)	Medicare Retiree w/ Child	Non-Medicare Retiree w/Medicare Spouse	Medicare Retiree w/ Non-Medicare Spouse	Non-Medicare Retiree w/ Medicare Spouse & Family	Medicare Retiree w/ Non-Medicare Spouse & Family	Retiree w Spouse (both Medicare Eligible) w/ Family
Consumer Choice HSA								
Employee Contribution	\$62.00	\$128.00	\$110.00	\$128.00	\$128.00	\$176.00	\$176.00	\$176.00
Employer	<u>\$388.00</u>	<u>\$817.00</u>	<u>\$700.00</u>	<u>\$817.00</u>	<u>\$817.00</u>	<u>\$1,129.00</u>	<u>\$1,129.00</u>	<u>\$1,129.00</u>
Total Premium	\$450.00	\$945.00	\$810.00	\$945.00	\$945.00	\$1,305.00	\$1,305.00	\$1,305.00
Comprehensive Care -Both Enrolled								
Employee Contribution	\$116.00	\$232.00	\$251.00	\$286.00	\$302.00	\$430.00	\$438.00	\$368.00
Employer	<u>\$280.00</u>	<u>\$560.00</u>	<u>\$557.00</u>	<u>\$625.00</u>	<u>\$661.00</u>	<u>\$919.00</u>	<u>\$937.00</u>	<u>\$836.00</u>
Total Premium	\$396.00	\$792.00	\$808.00	\$911.00	\$963.00	\$1,349.00	\$1,375.00	\$1,204.00
Comprehensive Care -Not Enrolled								
Employee Contribution	\$216.00	\$432.00	\$351.00	\$386.00	\$402.00	\$530.00	\$538.00	\$568.00
Employer	<u>\$593.00</u>	<u>\$1,185.00</u>	<u>\$870.00</u>	<u>\$938.00</u>	<u>\$974.00</u>	<u>\$1,232.00</u>	<u>\$1,250.00</u>	<u>\$1,462.00</u>
Total Premium	\$809.00	\$1,617.00	\$1,221.00	\$1,324.00	\$1,376.00	\$1,762.00	\$1,788.00	\$2,030.00
Comprehensive Care-One Enrolled								
Employee Contribution		\$332.00						\$468.00
Employer	-	<u>\$831.00</u>	-	-	-	-	-	<u>\$1,107.00</u>
Total Premium		\$1,163.00						\$1,575.00
Kaiser Senior Advantage								
Employee Contribution	\$91.00	\$182.00	\$234.00	\$234.00	\$234.00	\$369.00	\$369.00	\$325.00
Employer	<u>\$191.82</u>	<u>\$383.62</u>	<u>\$505.02</u>	<u>\$505.02</u>	<u>\$505.02</u>	<u>\$803.38</u>	<u>\$803.38</u>	<u>\$696.84</u>
Total Premium	\$282.82	\$565.62	\$739.02	\$739.02	\$739.02	\$1,172.38	\$1,172.38	\$1,021.84



2014/2015 Dental Rates		2014	2015
		Base Plan	Base Plan
Employee		\$24.82	\$27.74
Employee + Child(ren)		\$47.12	\$52.66
Employee + Spouse		\$49.62	\$55.46
Family		\$79.38	\$88.72
		High Plan	High Plan
Employee		\$30.66	\$34.27
Employee + Child(ren)		\$58.24	\$65.09
Employee + Spouse		\$61.30	\$68.51
Family		\$98.10	\$109.64

2015 Vision Rates	
Employee Only	\$6.38
Employee + Child(ren)	\$12.14
Employee + Spouse	\$14.38
Family	\$18.84

LifeStyle Benefits	Option A	Option B	Option C	Option D
Cost per month	\$8.35	\$9.85	\$9.85	\$11.50

Package Options	Option A	Option B	Option C	Option D
Emergency Roadside Assistance		✓		✓
Identity Theft Protection	✓	✓	✓	✓
Legal Care	✓	✓	✓	✓
Tax Help Line		✓	✓	✓
Pet Care			✓	✓
Fitness Club Discounts				✓
* These are discount programs, not insurance plans				
** All benefits include member, spouse and all legal dependent(s) except ID Theft Protection.				



2015 Minnesota Life - Life Insurance Rates

Basic Life Rates	Basic Rates	\$25,000 Basic Life Rate	Matching Basic AD&D*	BASIC Life & AD&D \$25,000
Active	\$0.445		\$0.014	\$11.480
Retiree	\$0.445	\$11.140	\$0.014	\$11.480

Rates are per \$1,000 per month except when stated as a flat monthly rate

*all active employees are enrolled in matching AD&D

*matching AD&D for retirees only applies to retirees insured prior to 11/1/80

Matching Supplemental AD&D				
Active	\$0.014			
Retirees	\$0.018			

Supplemental Life Rates - Active Employees	Rates/\$1,000	Rates/\$1,000 + AD&D	Supplemental Life Rates - SPOUSE- no AD&D	Spouse Life per \$1,000 no AD&D	Retirees	Rates/ \$1,000 no AD&D Insured on or after 11/1/80	Rates/\$1,000 grandfathered with AD&D Insured prior to 11/1/80
Age			Age		Age		
<20	\$0.043	\$0.057	<20	\$0.043	<20	0.050	0.068
20-24	\$0.043	\$0.057	20-24	\$0.043	20-24	0.050	0.068
25-29	\$0.052	\$0.066	25-29	\$0.052	25-29	0.060	0.078
30-34	\$0.069	\$0.083	30-34	\$0.070	30-34	0.080	0.098
35-39	\$0.077	\$0.091	35-39	\$0.079	35-39	0.090	0.108
40-44	\$0.095	\$0.109	40-44	\$0.087	40-44	0.110	0.128
45-49	\$0.129	\$0.143	45-49	\$0.133	45-49	0.150	0.168
50-54	\$0.198	\$0.212	50-54	\$0.205	50-54	0.270	0.288
55-59	\$0.370	\$0.384	55-59	\$0.385	55-59	0.510	0.528
60-64	\$0.576	\$0.590	60-64	\$0.592	60-64	0.780	0.798
65-69	\$1.161	\$1.175	65-69	\$1.140	65-69	1.550	1.568
70 - 74	\$2.012	\$2.026	70-74	\$1.850	70-74*	2.600	2.600
75+	\$2.012	\$2.026	75+	\$3.001	75+*	3.500	3.500

*Grandfathered retiree coverage (insured prior to 11/1/80) loses matching AD&D at age 70

No Age reductions for active employees; matching AD&D applies for all active employees

Child Life	\$0.10
AD&D Plan	
Employee Only	\$0.016
Family	\$0.028

Retiree Spouse Life	\$2.35/month for \$5,000 coverage
Retiree Child Life	\$.50/month for \$5,000 coverage (up to \$15,000 max.)
Grandfathered Dependent Life*	\$.47 per \$1,000 of coverage

*no longer available for new retirees after 1/1/14

2015 MetLife Disability Rates

STD	\$.291/\$10 of covered benefit
LTD	\$.224/\$100 of covered salary

STD Calculation Example:

Monthly payroll

Rate: \$.291/\$10 covered benefit

Annual Salary = \$56,000

$\$56,000 / 52 = \$1,076.92$ weekly covered salary

$\$1,076.92 * .60 = \646.15 weekly benefit

$\$646.15 * .291 / \$10 = \underline{\$18.802}$ or \$18.80 rounded down

Biweekly Payroll

Rate: \$.291/\$10 covered benefit

Annual Salary = \$56,000

$\$56,000 / 52 = \$1,076.92$ weekly covered salary

$\$1,076.92 * .60 = \646.15 weekly benefit

$\$646.15 * .291 / \$10 / 2 = \underline{\$9.401}$ or \$9.40 rounded down

STD Weekly benefit maximum = \$2,500

LTD Calculation Example

Monthly payroll

Rate: \$.224/\$100 covered salary

Annual Salary = \$56,000

$\$56,000 / 12 = \$4,666.67$ covered monthly salary

$\$4,666.67 * .224 / \$100 = \underline{\$10.453}$ or \$10.45 rounded down

Biweekly payroll

Rate: \$.224/\$100 covered salary

Annual Salary = \$56,000

$\$56,000 / 12 = \$4,666.67$ covered monthly salary

$\$4,666.67 * .224 / \$100 / 2 = \underline{\$5.226}$ or \$5.23 rounded up

LTD Weekly benefit maximum = \$15,000

Staff Advisory Council

Executive Committee Meeting

September 12, 2013

A-Day

Nicole Fannin



Go West for A Day

It's that time of year again

Two years ago

2011-2012 Faculty/Staff Contributions:

- \$104,000
- 441 participants
- 35% participation rate
- \$235 average gift



Last Year

2012-2013 Faculty/Staff Contributions:

- \$130,449.68
- 672 participants
- 61% participation rate
- \$194.12 average gift



Shooting for the moon...

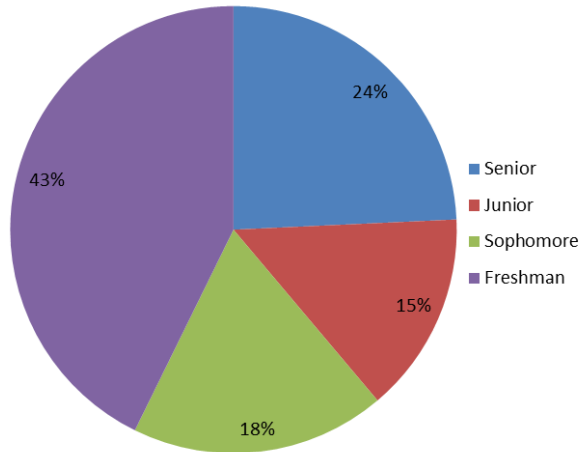
2013-2014 Goals



- Higher Participation Rate: **80%**
- Increased Dollars Given: **\$150,000**

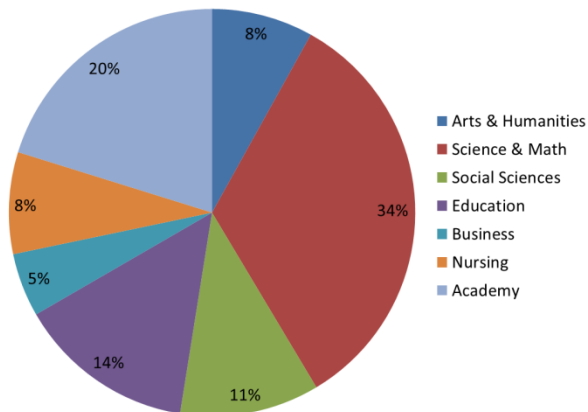


Who is awarded



43% of the scholarships are awarded to freshmen

67% go to students from Carroll, Coweta and Douglas Counties ...local students



The awards extend across all academic units

Why Me?

You may want to know why you should
support the place you work...
it's suppose to pay ME, right?!



Help me help you...

- Your donation is for the students' education.
- Our participation rate is used to solicit dollars from external sources. **When we believe, they believe.**
- The dollars you give can fund your priorities at UWG.



Excuses, excuses, excuses...

We haven't gotten raises in years.

Our area was hard-hit by the recession, everyone has suffered

If I got paid more I'd give.

We are asking for 100% participation, not a 100% contribution

What's in it for me?

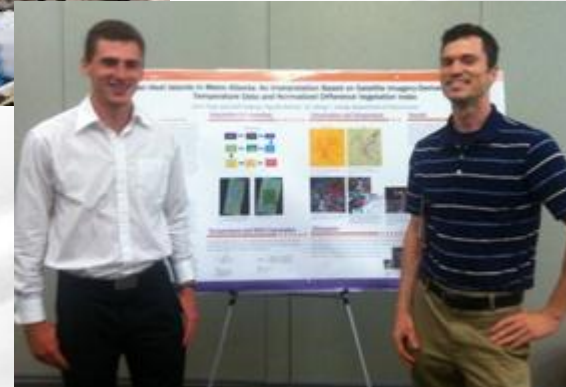
You are giving West Georgia students options they would not otherwise have...my experience

I'm a staff member and don't really interact with the students

Scholarship students work with staff all over campus...I did.

Why are you being asked?

- You know better than anyone the value of the education that you provide.



Who has your donations helped?...Me!

- Family of 5 with income less than \$10,000 in 1989 (about \$18,000 in current dollars)...no monetary support from parents
- From Haralson County
- Second in family to graduate high school
- First to attend college beyond the first semester
- Graduated from West Georgia College in 1993 with BS in Economics and BA in Philosophy
- Campus Jobs: Campus bus driver, football team bus driver, marching band equipment manager and driver, motor pool maintenance person, parking lot painter, Honors Program secretary
- Off Campus: Kings Packaging, Lowe's Distribution, UPS, City of Atlanta Department of Planning



Who has your donations helped?...and me

- The youngest of four children, my dad was a policeman and my mom worked at Mt. Vernon Mills ...no monetary support from parents
- From Chattooga County
- Both parents received their GED
- Graduated from UWG in 2005 with BA in Political Science and MPA in 2010
- My brother, Greg, and I were the only in our family to attend college and we both have received our Bachelor and Masters degrees from UWG.
- Campus Jobs: Resident Advisor, Resident Director, Annual Fund Student Caller, SGA Secretary, SAC Secretary
- Off Campus: Mt. Vernon Mills and Dan's Bounty Table



The legacy of donations from 1989-1993



A Second Generation UWG Student





Use Your Dollars to Vote in Favor of Our Students

- Participation counts; you can give one donation AND YOU'RE DONE!,,
- (Bi-weekly) Give \$5 per pay period for 12 months, that's 10 large Lattes from Starbucks
- (Monthly) Give \$10 per month for 10 months, that's 2 McDonald's Value Meals
- Give more if you can...
- You aren't writing a blank check, support the area of your choice

Benefits

- Every dollar makes a difference to the students you're interacting with on a daily basis...It certainly did with both of us when we were undergrads here.
- A stronger UWG or College means more regional/national prestige
- Faculty/staff support increases alumni and external support
- Students see their faculty in a different light...more engaged in their education
- You can help some students become the first in their family to graduate from college.
- It's tax-deductible, re-allocate your tax dollars where you think they have the most benefits...
- Don't hold your department back from their 100% mark!
- Weekly prize drawings for participants and the possibility of your **OWN** designated parking spot with a gift of \$100...

Show of hands



Espresso Yourself & Give a Latte

Faculty/Staff Donor Coffee Social

- All Donors will be invited to a coffee social sponsored by Starbucks & ARAMARK
- Wednesday, Sept. 18, 2013 at 3pm
- Gill Fountain, between the Ingram Library and UCC



A DAY 2014

- **Victory Celebration**

Thursday, October 17th *at University Stadium*

- Please contact us if you are willing to participate in thanking our community donors.

GO WEST_{for}
A DAY

Recycling Program

John Lyons

UWG RECYCLING PROGRAM

MARK REEVES

ASSISTANT VICE PRESIDENT OF AUXILIARY SERVICES

UNIVERSITY OF WEST GEORGIA



LET'S TALK TRASH

The subject is Waste Management



WHY WE NEED TO RECYCLE:

Georgians annually throw away an estimated:



- 1.9 million tons of paper a year
- 1 million tons of plastic
- 30,000 tons of metal
- Recycling 1 aluminum can will run a computer for 3 hours.
- Recycling 1 soft drink bottle will save enough energy to run a TV for 1.5 hours.
- Recycling 5 lbs of paper will conserve enough water to “offset” the water used in a typical shower.

THE UNIVERSITY OF WEST GEORGIA

Located in Carrollton, Georgia approximately 50 miles west of Atlanta.

Founded in 1906

- Over 640 Acres
- 91 Buildings
- 12,000 Students
- 3,100 Beds
- 1100 + Faculty and Staff



AUXILIARY SERVICES - 20 OPERATIONS

Food Services

- Residential
- Retail
- Catering
- Concessions

Bookstore

Publications and Printing

Parking

Transportation

Card Office

- ID
- HigherOne
- Reservations

Trademarks

Post Office

Central Warehouse

Conferences and Camps

Commencement

Snack Vending

Beverage Vending

Copy/Print

Phone System



WASTE GENERATED BY AUXILIARY SERVICES OPERATIONS

Food Services

- Cardboard
- Plastic
- Cans

Bookstore

- Cardboard
- Plastic

Admin Offices

- Paper

Publications & Printing, Post Office

- Cardboard
- Plastic
- Paper

Beverage Vending

- Plastic (bottles)
- Cans

Copy & Print

- Cardboard
- Paper



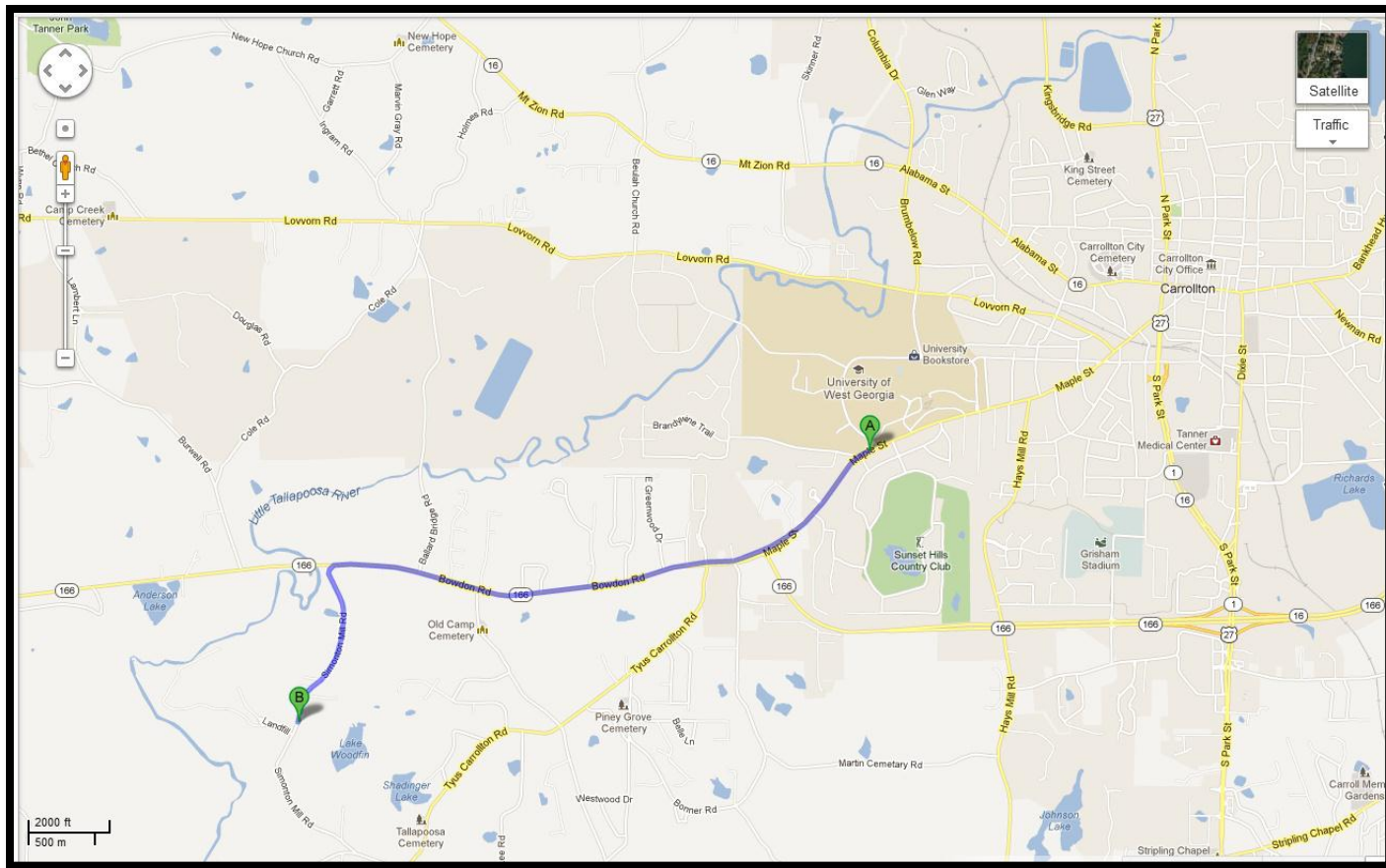
FALL 2011 AUXILIARY DUMPSTERS

4 dumpsters at the Main Dining Hall
3 dumpsters at the Food Court
2 dumpsters at the **Bookstore**
1 dumpster at **Publications & Printing**
1 dumpster at the **Central Warehouse**
11 total

Each dumpster is emptied daily, Monday through Friday. For a service fee of \$515 monthly per dumpster.



CARROLL COUNTY LANDFILL



3.6 miles from the University



11 Auxiliary Services dumpsters
each emptied daily, Monday-Friday, 52 weeks per year
= 2860 dumpster loads annually to the landfill
Each dumpster , 6' x 6' x 7' = 252 cubic feet
 $2860 \times 252 = \underline{720,720}$ cubic feet of trash annually



50' Boxcar
5238 cubic feet of storage
 $720,720 / 5238 =$

= 138 BOXCARS (FULL OF TRASH)



ENVIRONMENTAL BENEFITS TO RECYCLING

- Turns waste into valuable raw materials
- Creates jobs
- Builds more competitive manufacturing
- Reduces pollution
- Saves natural resources
- Reduces the need to build landfills and incinerators



RECYCLING MAKES A DIFFERENCE IN GEORGIA

Georgia's Paper Industry

- Paper mills use 40% less energy to make paper from recycled paper than they do making it from timber.
- A ton of paper made from recycled fibers conserves 7,000 gallons of water.
- Recycles almost 8% of all paper consumed in the United States.
- Includes 16 paper mills using recycled content, 9 relying exclusively on recycled fiber.

Plastic Beverage Containers (PET):

- 1/3 of all Plastic Beverage Containers recycled in North America get recycled in Georgia – turned into carpet.

Aluminum Recycling:

- Novelis, one of the largest aluminum recyclers in the world, processes used beverage cans in Greensboro, GA, with its North American headquarters located in Atlanta.





For every ton of paper we recycle, we save,

- 3 cubic yards of landfill space.

BUILDING AN AUXILIARY SERVICES RECYCLING PROGRAM

GOALS

- Reliable/Consistent
- Meaningful
- Sustainable
- Cost Effective

*Start small and build
incrementally over time*



FOCUS ON RECYCLING KEY COMMODITIES

Paper



Cardboard



Plastic bottles
and
Aluminum Cans



BUILD A CROSS-FUNCTIONAL TEAM

- Auxiliary Services
- Facilities and Grounds Department
- Environmental Health and Safety
- Purchasing



6 MONTH PILOT PROGRAM BEGAN SPRING 2012

- Vendors
- Staffing
- Equipment
- Tracking/Metrics
- Financials



VENDOR/PARTNER



STAFFING

- 2 dedicated part-time student staff – hired in January 2012
- \$8.00 per hour, average of 20 hours per week
- Auxiliary Services provided all the financial support.
- Facilities & Grounds provided labor to collect office paper.
- Environmental Health & Safety supervise.



EQUIPMENT NEEDS



Truck



Baler



Forklift

PARTNERED WITH OUR CAMPUS BEVERAGE VENDOR



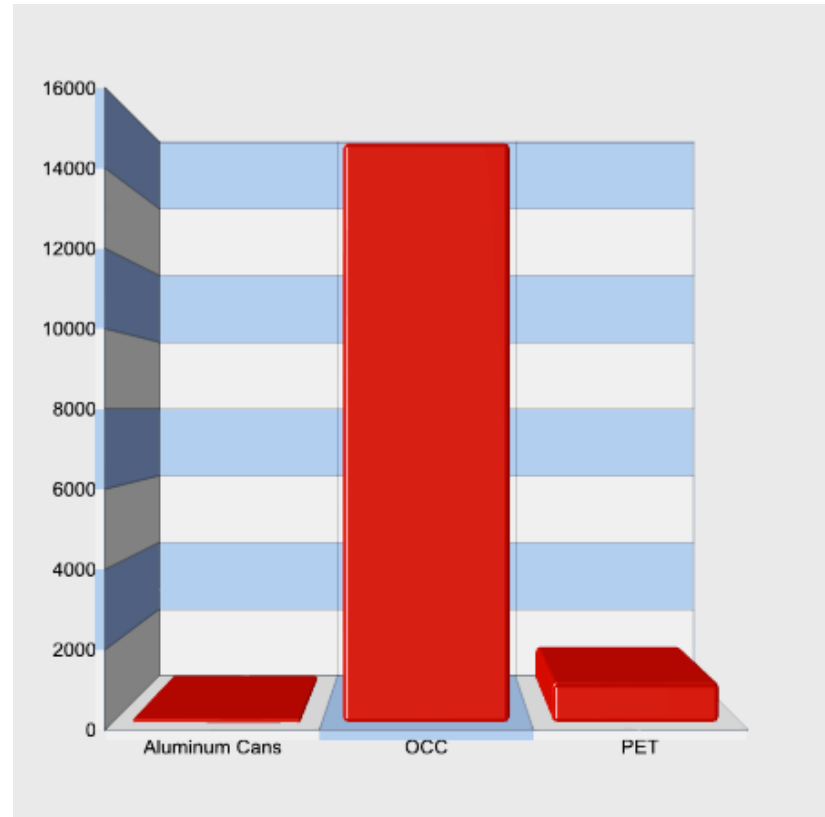
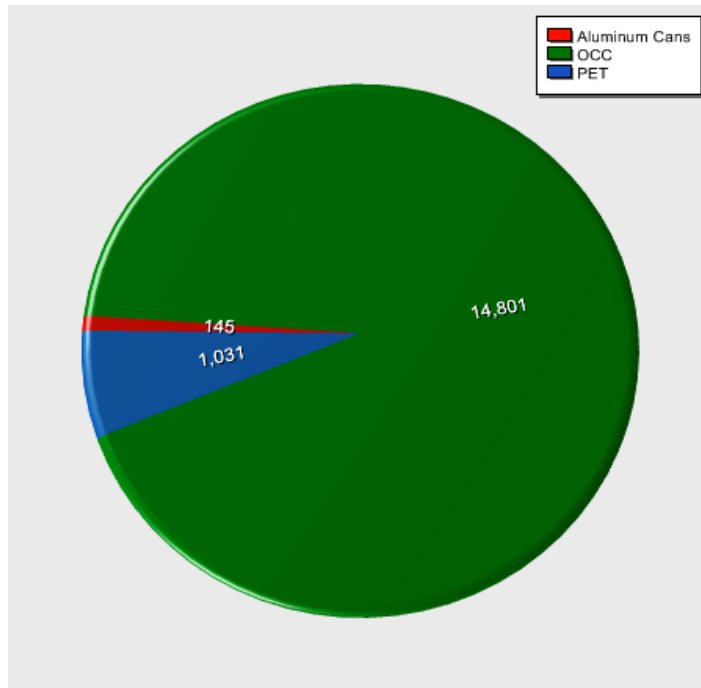
COLLECTION



BALES RECYCLED SPRING 2012

1/26/2012 TO 6/4/2012

WEIGHT: 15,977.00



FINANCIALS RESULTS

Revenue - \$1,255


- 18 bales: 8 tons
 - 14 cardboard, currently capturing 40-70%
 - 1 paper
 - 3 plastic – approx. 40 bags of bottles; currently capturing 60-75%

Expenses - \$6,700

- \$5,500 in materials and labor
- \$1,200 Baler / \$200 per month for 6 months

Bottom Line - \$5,445

LESSONS LEARNED

- No loading dock available; must single stack bails inside box truck. Consultant had to bring out flat bed trailers & haul the baled commodities
 - Sorting of material: No sufficient space to sort & store items. Sorting had to be done outside in the sun/rain.
 - Generation of recyclables exceed the ability of 2 part-time student workers for gathering, sorting, storing and baling.
 - Stringing a bail could take a couple of hours
 - Recyclables had to sit outside before baling and transport
 - Vehicle availability for transport of commodities
- 

FACILITY & EQUIPMENT

ESTIMATED COSTS TO MOVE FORWARD WITH CURRENT VENDOR

- **Build** Pavilion \$25,000 (pole barn with slab)
 with Dock
- **Buy** Baler \$10k
 Forklift \$10k
 Truck \$10k
 \$55k minimum



FALL 2012/SPRING 2013 PROGRAM – NEW PARTNER – WASTE PRO

- All cardboard, plastic, aluminum & white paper placed in designated Waste Pro roll-offs
- No baling, sorting or storing materials
- Single Stream





Grant -

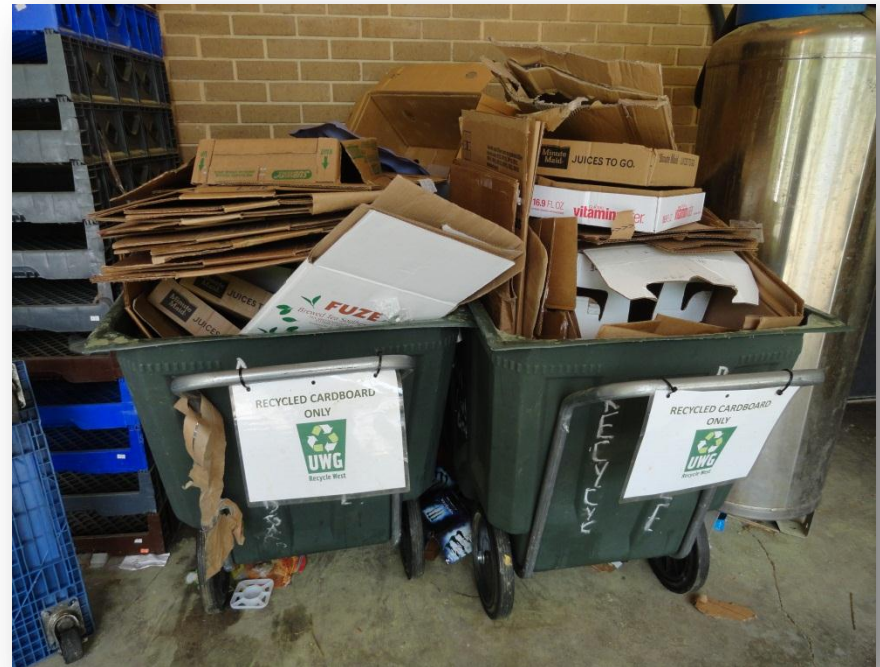
In May 2012, we received a grant from Keep America Beautiful for 40 Dasani bottle collection bins. These were distributed through campus in Fall 2012.

COLLECTION PROCESS



- Recycling units located in most university buildings, typically near vending machines, lobbies or kitchens. Units are also located at each bus stop and along the pedestrian walk ways around campus for plastic bottles and cans.

- Auxiliary Services cardboard is broken down by employees and collected by the recycling student staff.
- Office paper is placed in specifically designated blue recycle units at each desk. Collected by the custodial staff and emptied into specially designated orange plastic bags.
- Office cardboard broken down and collected by custodial staff.



- Cardboard, plastic, aluminum, white paper – All combined in Waste Pro containers on campus.



- Once the container was returned to Waste Pro, the contents were sorted, weighed and then UWG received a compensation check for the commodities.



WASTE PRO METRICS

Location	Roll-off	Received	Removed	Number of days on-site	Weights	Price	Amount	Haul Fee	Net Loss
Facilities	1	8/29/2012	8/30/2012	1	4.45	\$40/ST	\$178.00	\$250.00	-\$72.00
Facilities	2	8/30/2012	8/31/2012	1	3.63	\$40/ST	\$145.20	\$250.00	-\$104.80
Facilities	3	8/31/2012	9/6/2012	6	3.23	\$40/ST	\$129.20	\$250.00	-\$120.80
Facilities	4	9/6/2012	9/12/2012	6	1.26	\$40/ST	\$50.40	\$250.00	-\$199.60
Warehouse	5	9/6/2012	9/12/2012	6	1.7	\$40/ST	\$68.00	\$250.00	-\$182.00
Facilities	6	9/12/2012	9/18/2012	6	1.62	\$40/ST	\$64.80	\$250.00	-\$185.20
Warehouse	7	9/12/2012	9/27/2012	13	2.19	\$40/ST	\$87.60	\$250.00	-\$162.40
Facilities	8	9/18/2012	9/27/2012	9	1.4	\$40/ST	\$56.00	0	\$56.00
Warehouse	9	9/27/2012	10/10/2012	14	1.59	\$40/ST	\$63.60	\$250.00	-\$186.40
Facilities	10	9/27/2012	10/10/2012	14	3.58	\$40/ST	\$143.20	\$250.00	-\$106.80
Warehouse	11	10/10/2012	10/23/2012	13	2.45	\$40/ST	\$98.00	\$250.00	-\$152.00
Facilities	12	10/10/2012	10/23/2012	13	1.74	\$40/ST	\$69.60	\$250.00	-\$180.40
Warehouse	13	10/23/2012	11/2/2012	10	2.19	\$40/ST	\$87.60	\$250.00	-\$162.40
Facilities	14	10/23/2012	11/2/2012	10	2.89	\$40/ST	\$115.60	\$250.00	-\$134.40
Warehouse	15	11/2/2012	11/16/2012	14	2.25	\$40/ST	\$90.00	\$250.00	-\$160.00
Facilities	16	11/2/2012	11/16/2012	14	2.61	\$40/ST	\$104.40	\$250.00	-\$145.60
Warehouse	17	11/16/2012	12/6/2012	20	2.27	\$40/ST	\$90.80	\$250.00	-\$159.20
Facilities	18	11/16/2012	12/6/2012	20	2.33	\$40/ST	\$93.20	\$250.00	-\$156.80
Warehouse	19	12/6/2012	1/8/2013	33	5.11	\$40/ST	\$204.40	\$250.00	-\$45.60
Facilities	20	12/6/2012	1/8/2013	33	2.82	\$40/ST	\$112.80	\$250.00	-\$137.20
Warehouse	21	1/8/2013	1/16/2013	8	1.8	\$40/ST	\$72.00	\$250.00	-\$178.00
Facilities	22	1/8/2013	1/16/2013	8	2.68	\$40/ST	\$107.20	\$250.00	-\$142.80
Warehouse	23	1/16/2013	1/29/2013	14	3.24	\$40/ST	\$129.60	\$250.00	-\$120.40
Facilities	24	1/16/2013	1/30/2013	15	2.82	\$40/ST	\$112.80	\$250.00	-\$137.20
Warehouse	25	1/29/2013	2/13/2013	15		\$40/ST	\$0.00		\$0.00
Facilities	26	1/30/2013	2/13/2013	16		\$40/ST	\$0.00		\$0.00
Warehouse	27	2/13/2013	3/4/2013	19		\$40/ST	\$0.00		\$0.00
Facilities	28	2/13/2013	3/4/2013	19		\$40/ST	\$0.00		\$0.00
Warehouse	29	3/4/2013							
Facilities	30	3/4/2013							
Warehouse	31								
Facilities	32								
Warehouse	33								
Facilities	34								
					61.85	38.78	\$1,735.20	\$4,750.00	-\$2,697.60

RESULTS



Dumpsters – End of Spring 2012

- 1 dumpster at the Main Dining Hall
- 1 dumpster at the Food Court
- 1 dumpster at the Bookstore
- 1 dumpster at Publications & Printing
- 1 dumpster at the Central Warehouse

Down 6 dumpsters from Fall 2011.

Dumpster capacity is 252 cubic feet

$$6 \times 252 \times 5 \times 52 = 393,120 =$$

75 box cars of garbage diverted from Landfill annually



FINANCIAL ANALYSIS

	Recycling Rebates	Dumpster Savings**	Haul Fees	Labor Charges
July		\$0.00		\$2,216.75
August	\$323.20	\$515.00	\$500.00	\$2,467.75
September	\$456.00	\$515.00	\$1,250.00	\$982.00
October	\$374.40	\$1,545.00	\$1,000.00	\$712.00
November	\$314.08	\$1,545.00	\$1,000.00	\$1,542.00
December	\$267.52	\$1,545.00	\$500.00	\$644.00
January	\$738.80	\$2,575.00	\$1,500.00	\$764.00
February	\$202.80	\$2,575.00	\$500.00	\$1,340.00
March	\$576.00	\$2,575.00	\$1,000.00	\$2,168.00
April	\$406.60	\$2,575.00	\$1,000.00	\$2,060.00
May	\$203.30	\$2,575.00	\$500.00	\$1,030.00
June	\$304.95	\$2,575.00	\$750.00	\$772.50
YTD Total	\$4,167.65	\$21,115.00	\$9,500.00	\$16,699.00

FY2013 Summary	
Revenue	\$4,167.65
Cost Avoidance	\$21,115.00
Expenses	(\$26,199.00)
Gain / (Loss)	<u>(\$916.35)</u>

**Note: We reduced the number of dumpsters in the Auxiliary area from 11 in 2011 to 6 at the end of 2013. Each additional dumpster reduction will save \$6,180 per year.

***PRELIMINARY* FY 2014 PROJECTIONS**

Revenue	\$ 4,167.65	
Cost Avoidance	\$37,080	(6 dumpsters x \$515 x 12 months)
Expenses	<u>(\$26,199)</u>	
Gain/Loss	\$15,048.65	

STRATEGIES FOR GROWING THE RECYCLE PROGRAM IN ACADEMIC YEAR 2014



Involve Greater Campus Community

- Education – spread the word
- Add Collection to Move-In Days
- Decentralize recycle container locations
- Explore replacing roll-offs with compactors.
- Expand program to include Residence Halls
- Food Service Equip – can crusher, food pulper, etc.
- Bus Stops

AWARENESS

Presentation to PAC

Presentation to Staff Advisory Council

Presentation to Faculty Senate

Presentation to SGA

Presentation to Campus-wide
Sustainability Council



RECYCLE EDUCATION TRUCK FROM COKE



Bringing valuable information on recycling in a fun and interactive environment with:

- Videos
- Games
- Prizes
- Interactive Displays

**Coming to UWG on
October 17, 2013**

FALL 2013 MOVE-IN

4 Roll-offs were provided to accommodate each Residence Hall during Move In weekend.

Container Cost = Neutral
Diverted _____ tons from
Landfill and generated ___\$___
in recycle Revenue



[illegible]

COMPACTOR VS ROLL-OFFS



EXPAND TO RES LIFE –



PLACED RECYCLE BINS AT ALL BUS STOPS



PURCHASED CAN CRUSHER FOR FOOD SERVICE



Possible to reduce can volume by 85%, allowing for you to put 6 times more cans in your recycling bin than without crushing.

UPDATED FY 2014 PROJECTIONS

Revenue	\$ 4,862.26
Cost Avoidance	\$43,260
Expenses	<u>(\$30,566)</u>
Gain/Loss	\$17,556.26

MORE IMPORTANTLY

Divert 458,640 Cubic Feet of material from local landfills
= 88 BoxCars !



Mark Reeves

Assistant Vice President of Auxiliary Services
University of West Georgia

mreeves@westga.edu

By-laws Update

Jane Wood

Committee Updates

Ashley Lewis

All-Staff Survey

Erin Brannon

All-Staff Meeting Topics

October 16th

Questions? Comments? Concerns?

**Minutes of the Meeting of UWG Staff Advisory Council
Executive Committee Meeting
Campus Center Ballroom 108.4
February 21, 2013**

1. Call to Order – Erin Brannon

2. Old Business - Erin Brannon

No old business to present.

3. Risk Management – Matt Jordan

Matt Jordan provided a handout of the draft version of the new Volunteer Policy. He then explained the policy via a PowerPoint presentation (see attached). The following points were highlighted:

- Volunteer definition
- Why the University needs a volunteer policy
- Benefits of utilizing volunteers
- How Torte Claim Act/Insurance affect use of volunteers
- Development/language of new volunteer policy
- Who is and will be responsible for new volunteer policy
- Development Management Guide – in process

In conclusion, Mr. Jordan asked the S.A.C. to review policy, provide feedback, and submit requests for clarification to him.

4. Standing Committee Updates – Erin Brannon

By-laws Committee – Ineke Abunawass

Ms. Abunawass gave update on the revision/development of the current by-laws via a PowerPoint presentation (see attached). The following points were highlighted:

Acknowledgment of fellow committee members – Jane Wood & Sandra Robinson

Article II, Functions and Scope

Article IV – Officers & Elections Proposed selection process

Public Relations Committee – Ashley Lewis

Staff Appreciation Committee – Denise Colquitt

5. All-Staff Open Forum Topics – Erin Brannon

Juanita Hick, Interim Director HR, announced Mercer Results may be ready for next S.A.C. All Staff meeting the week of March 20th.

The committee discussed concerns over the lack of professional courtesy on discussion listservs utilized by faculty and staff on campus. No recommendations for action were decided.

REMINDER – next All Staff Open Forum Meeting is scheduled for 3/20/13 at 2 pm. And the next Executive Committee meeting is scheduled for 4/18/13.

6. Adjournment – Erin Brannon

Ms. Brannon adjourned meeting at 10:40 am.

Submitted by Denise King 11-26-12

Future Meetings

Erin Brannon, SAC Chair

- March 20th – CC 108.3&.4 – 2pm (All-Staff)
- April 18th – CC 108.4 – 10am (Executive Committee)

Volunteer Policy

Staff Advisory Council

UWG Risk Management, 22Feb2013

Volunteer Policy

- ▶ Includes:

- Non-paid interns
- Community-service students
- “traditional” volunteers
- Practicum support

- ▶ Includes:

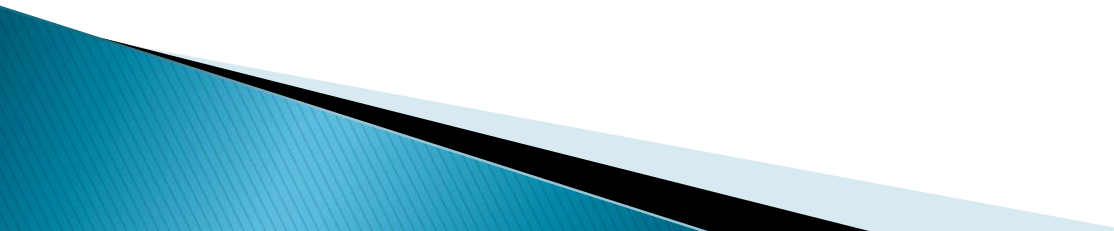
- Engaging student organizations
 - University events
- 

Volunteer Policy

▶ Why?

- Liability and insurance is defined by law
- Non-paid agents must be in a “structured” program in order to be covered by our liability program.

▶ Benefit?

- Permits the university to engage the public in pursuing its objectives
 - Permits the community to be engaged in UWG events and efforts
 - A whole bunch of other things.
- 

Volunteer Policy

- ▶ Tort–Claim Act
 - Limited to employees and officers in the course and scope of their employment
- ▶ Insurance Policy
 - Includes volunteers enrolled in a “structured volunteer program

Volunteer Policy

- ▶ History:
 - Passed in Faculty Senate:
 - Awaiting: Volunteer Management Guide

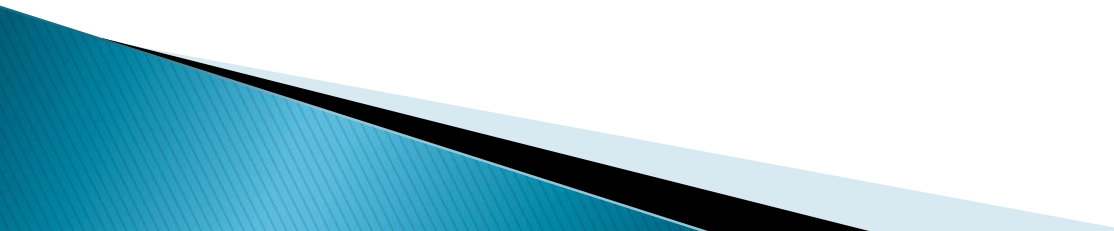
Volunteer Policy

- ▶ Language:
- ▶ Departments are permitted to engage the services of non-paid persons (community service workers, volunteers, non-paid interns) for efforts provided the following conditions are met:
 - The efforts of the non-paid person(s) will support or accomplish university business, and;
 - The effort or work is coordinated or supervised by a university employee, and;
 - The effort or work is in compliance with all applicable laws, codes, and regulations, including USG and UWG policies, and the Fair Labor Standards Act, and;
 - The department/unit has notified Risk Management/EHS (RM/EHS) of the effort, and has complied with all requirements identified by RM/EHS.

Volunteer Policy

- ▶ Current posture:
 - Accommodating all requests for engaging volunteers
 - Using risk management standards:
 - RM/EHS notified of effort
 - Deliberate communication effort?
 - In faith with community?
 - Acknowledgment
 - Rosters
 - Orientation
 - Training (mandatory/recommended)

Volunteer Policy

- ▶ Responsibility: VPBF
 - ▶ Custodian: RM/EHS
 - ▶ Communicated: Chain-of-authority, website, training (as needed)
 - ▶ Procedures:
 - Volunteer Management Guide
 - Compliance: Chain-of-authority
- 

Volunteer Policy

- ▶ Volunteer Management Guide

Volunteer Policy

- ▶ Request to Staff Advisory Council
 - Review policy, provide feedback
 - Language will remain intact
 - Submit requests for clarifications to Matt Jordan

**Minutes of the Meeting of UWG Staff Advisory Council
Executive Committee Meeting
Campus Center Room 303
April 18, 2013**

1. Call to Order – Erin Brannon

2. Old Business - Erin Brannon

No old business to present.

3. Parking Plan – Mark Reeves, Executive V.P. for Auxiliary Services

Matt Jordan presented a PowerPoint presentation (see attached) informing the committee on upcoming parking changes on campus. The following points were highlighted:

- Evaluation done by outside consultant determined we have a need for more parking, but high cost of parking decks not feasible
- High cost of parking decks
- Residential freshman parking will be moved out to Athletic Complex lots
- 24 hour security will be provided at Athletic Complex lots and bus service will be increased back & forth to campus
- Great efforts being made to not raise parking fees for students, staff, or faculty.
- These changes will be put in place next month (May 2013).

4. Staff Appreciation Day – Erin Brannon

Erin Brannon asked the committee for their input/ideas for possible door prizes to be awarded at Staff Appreciation Day. The following ideas were discussed:

- Parking spot on campus
- Aramark gift certificates for Z6, Starbucks, or Einstein's Bagels
- Gym membership at Campus Center
- Townsend tickets

5. All-Staff Open Forum Topics – Erin Brannon

The next Open Forum All Staff meeting will be called after Dr. Marrero starts his Presidency. We will use this meeting as an opportunity to introduce Dr. Marrero to Staff Advisory Council.

Brenda Valcke provided some example training packets on Excel, PowerPoint, and Windows 7 and advised these types of tools could be utilized for professional development training in the future.

Suggestion was made by the group to check into the possibility of bringing a professional trainer to campus for Excel, etc. and provide training to all staff. It was suggested that each division could share the cost. The Staff Development Committee agreed to look into this idea.

6. Adjournment – Erin Brannon

Ms. Brannon adjourned meeting at 11:00 am.

Submitted by Denice King 04-26-13

FY 2014 Parking Plan



Auxiliary Services April 2013

Purpose

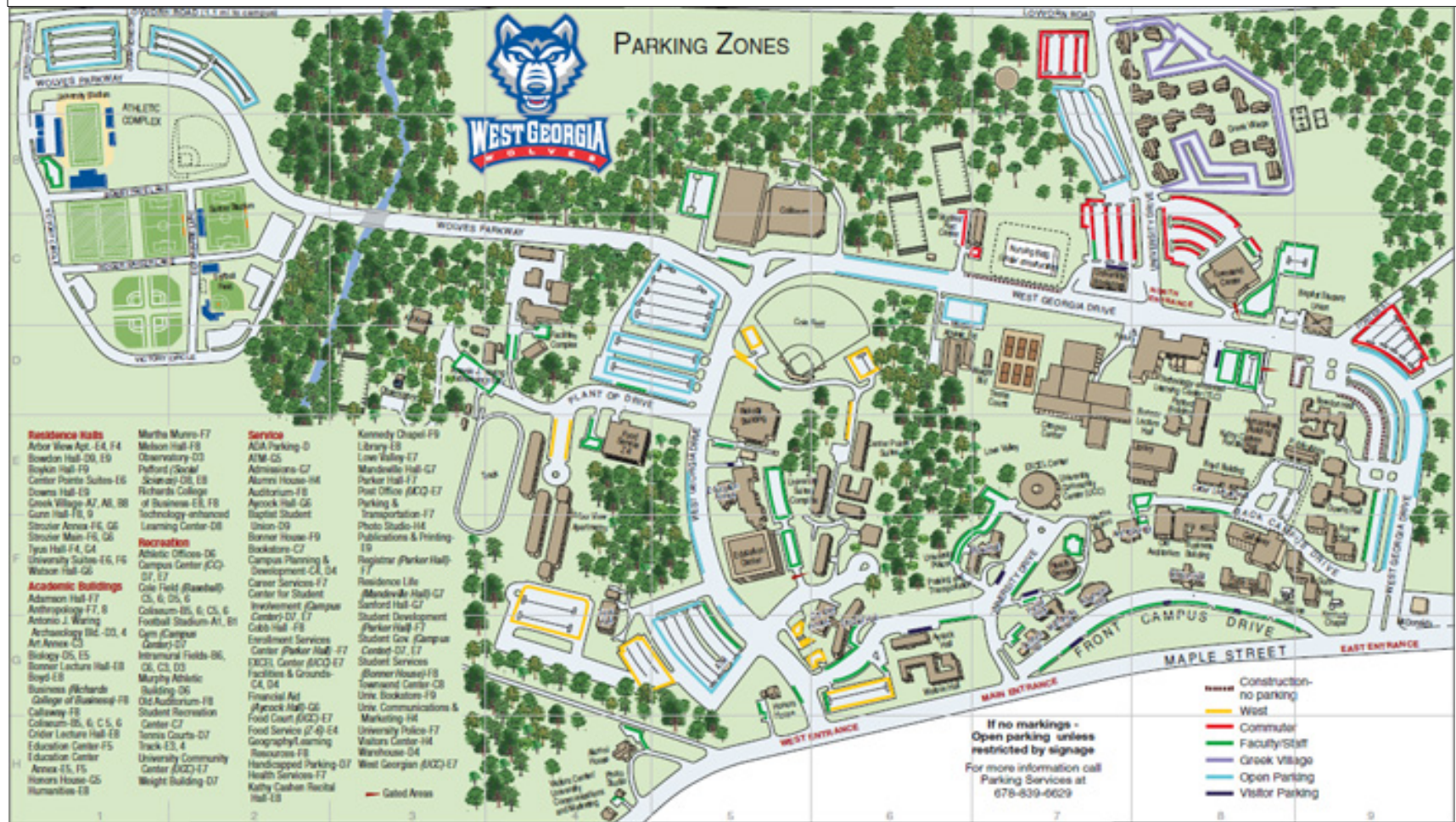
- To provide an update on the FY 2014 UWG Parking Plan

Outline

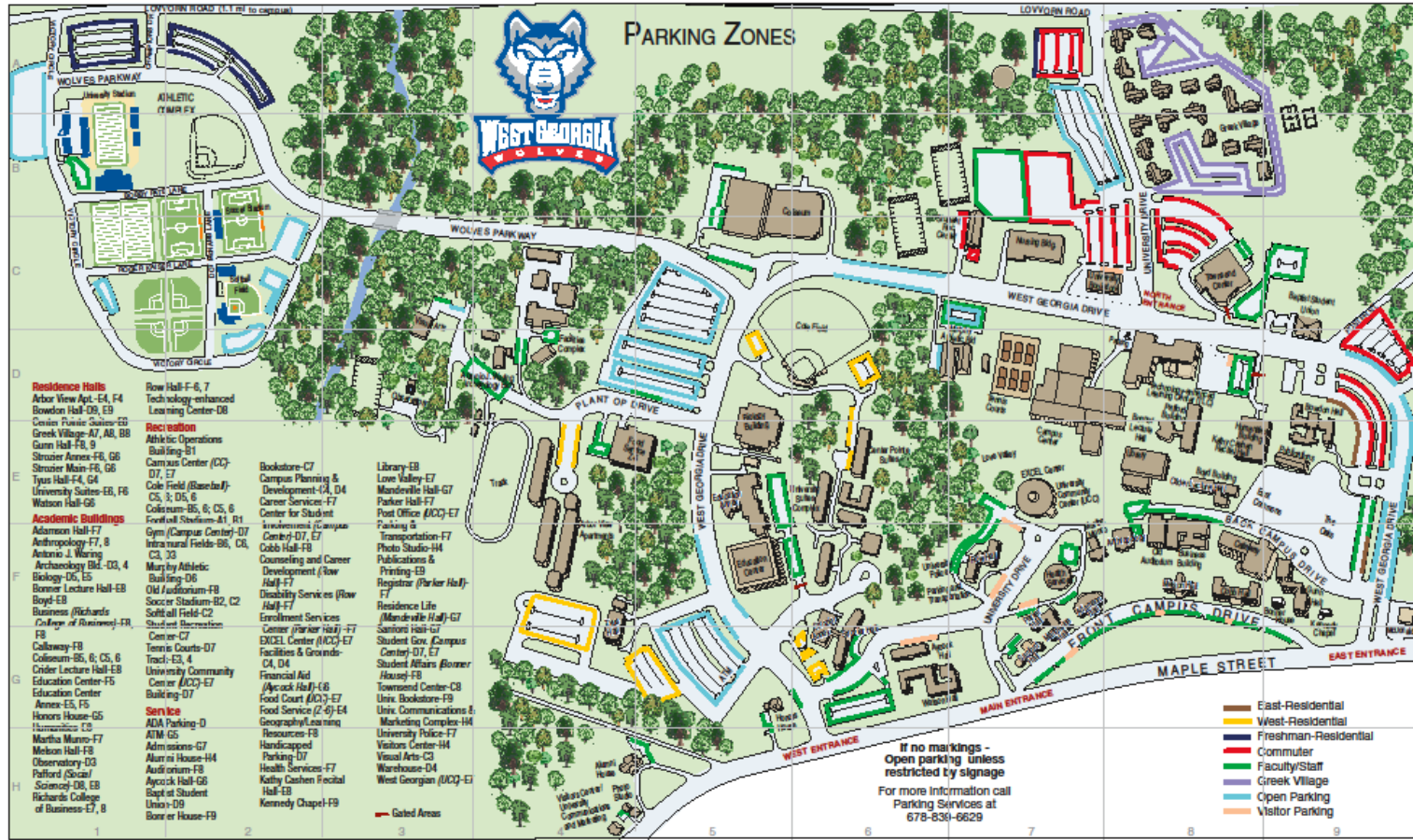
- Current Parking Plan
- FY 2014 Parking Plan
 - Changes
 - In development
- Feedback
- Conclusion



Current Parking Plan



FY 2014 Parking Plan



FY 2014 Parking Plan

Changes

- A. All Residential Freshmen (estimated 800 cars) will park at Athletics Complex Lots B & C or Northwest Section of Evergreen Parking Lot.
- B. Bowden A, B, C-converted from open parking to commuter and East Residential
- C. Lot 2 (Boykin and Downs) converted to Faculty/Staff and East Residential
- D. Creating School of Nursing Parking Lot (@80-100 spaces) for Faculty/Staff (@55 spaces) and Students
- E. Watson Hall converted to all Faculty/Staff (127 spaces)
- F. Lot 30A, Lot 30B/Tyus Hall across from COE is all Open Parking (453 spaces)

FY 2014 Parking Plan

Category	2012-2013 Spaces	2013-2014 Spaces	Increase
Commuter	930	1045	115
Faculty/Staff	1055	1210	155

FY 2014 Parking Plan

In development

-Back Campus Drive

-School of Nursing Parking Lot

Feedback

- Questions?
- Concerns?

Conclusion



UWG Parking & Transportation supports the
needs of students, faculty, and staff

Minutes of the Meeting of UWG Staff Advisory Council
All-Staff Open Meeting
Campus Center 108.1
March 3, 2014

1. Call to Order – Erin Brannon

2. Welcome and Introduction - Erin Brannon

Erin Brannon introduced and welcomed our president, Dr. Kyle Marrero.

3. Opening Remarks - Dr. Kyle Marrero

Dr. gave an update on the Strategic Plan, Engage West! program, and engagement satisfaction survey. He gave an update on the work being done by the strategic planning committee and noted the four areas of the strategic plan:

- **Strategic Imperative #1: Student Success—Enhanced Learning, Access, Progression, and Development**
- **Strategic Imperative #2: Academic Success - Academic Programming and Faculty Support**
- **Strategic Imperative #3: Successful Partnerships--Building Engaged, Mutually Beneficial Collaborations**
- **Strategic Imperative #4: Operational Success—Effectiveness and Sustainability**

Members of the strategic planning committee gave more detailed overviews of each imperative:

Dr. Lingrell – Imperative #1

Dr. Anderson – Imperative #2

Dr. McIntyre – Imperative #3

Mr. Sutherland – Imperative #4

Dr. Hester – Imperative #5

Dr. Marrero stressed there are only 2 more weeks for employees to give further feedback toward editorial changes to the Strategic Plan. This can be done via email, through the strategic planning website link, or at the upcoming open forum meetings. Faculty/staff will be asked to give their endorsement of the final plan at an All University Assembly meeting in late March or early April.

Dr. Marrero then highlighted the university's new Vision Statement: "The University of West Georgia aspires to be the best comprehensive university in America – sought after as the best place to work, learn, and succeed!" He was also very pleased to announce the Engage West! employee engagement satisfaction survey got 90% participation.

He announced the first Leadership Education retreat will be May 8 & 9, 2014. He plans to continue this leadership training every 90 days in an effort to further train leaders on campus to develop departmental strategic plans and goals that align with the university's Strategic Plans. He stressed that all of this work and focus on our strategic plan, goals, and vision matters to all future decisions, actions, and the success of UWG!

4. UWG Wolf Wellness – Rodney Byrd

Rodney explained the university has been awarded a \$10,000 grant from the Board of Regents. The primary goal of the grant is to increase health awareness on campus and in our community. The program will offer many different opportunities for employees to participate including Lunch & Learn events, exercise events, and a smoking cessation program with incentives for finishing the classes. Further information and details about all of these opportunities will be sent to the campus in the coming months.

5. Staff Appreciation Day – Ashley Lewis

Ashley announced that after this year, the Staff Appreciation Day event will be combined with a faculty event to make it a University Award program. This year the event is moving to the Coliseum on April 30th from 11:00 am – 1:30 pm with the award program at 12:00 noon. The pinning ceremony for years of service will now take place at this event, and funding for the food served has been confirmed. Live music is also being scheduled. The event planning has been a joint effort with the Human Resources department. Further details will be announced to campus soon.

6. Closing– Erin Brannon

Ms. Brannon adjourned meeting at 4:00 pm.

**Minutes of the Meeting of UWG Staff Advisory Council
Executive Committee Meeting
Campus Center 303
February 26, 2014**

1. Call to Order – Erin Brannon

2. Welcome and Introduction - Erin Brannon

Erin Brannon introduced and welcomed the University President, Dr. Kyle Marrero.

3. Opening Remarks - Dr. Kyle Marrero

Dr. Marrero discussed the work being done on the University's Strategic Plan. He provided an historical timeline of past Strategic Planning committee work and the revising and developing of the current plan. He outlined and explained the four main sections of the plan:

- **Strategic Imperative #1: Student Success—Enhanced Learning, Access, Progression, and Development**
- **Strategic Imperative #2: Academic Success - Academic Programming and Faculty Support**
- **Strategic Imperative #3: Successful Partnerships--Building Engaged, Mutually Beneficial Collaborations**
- **Strategic Imperative #4: Operational Success—Effectiveness and Sustainability**

Dr. Marrero clarified the objectives for the whole project and the plan for measuring success of the strategic imperatives. He then also discussed the significance of our revised Vision Statement. He also touched on the Engage West! program and the steps being taken to align the University's actions with our Strategic Plan, Goals, and Vision Statement. This includes planned quarterly retreats for leadership management training.

The Staff Advisory Council will be asked to endorse the final draft of the Strategic Plan prior to a full faculty/staff meeting to give final approval of the plan. Dr. Marrero intends to have the all faculty/staff meeting by the end of April, so the Strategic Plan can be presented to the Board of Regents in May.

Dr. Marrero concluded by tying the significance of our Strategic Plan, Vision Statement, and institutional goals to our staff contributions and the future success of UWG.

4. Staff Appreciation Day – Ashley Lewis

Ashley announced that after this year, the Staff Appreciation Day event will be combined with a faculty event to make it a University Award program. This year the event is moving to the Coliseum on April 30th from 11:00 am – 1:30 pm with the award program at 12:00 noon. The pinning ceremony for years of service will now take place at this event, and funding for the food served has been confirmed. Live

music is also being scheduled. The event planning has been a joint effort with the Human Resources department. Ashley reminded the group that any assistance with the event planning committee is encouraged and always welcome.

5. Election Committee – Erin Brannon

Erin explained that representatives & officers for the Staff Advisory Committee serve 2 years, and the current reps/officers terms are ending in 2014. An elections committee needs to be established to handle this process, so the elections can happen the fall of 2014. An announcement will be made at the next All Staff Open meeting on March 3rd.

6. New Business – Erin Brannon

Everyone is encouraged to attend the open meetings and to submit feedback on the Provost candidates currently being interviewed on campus. The feedback forms must be submitted before the February 28th deadline.

Announcement of the next Wolf Wellness Lunch & Learn on Financial Wellness – Thursday, Feb 27th from 12:00 -1:00 pm in the Campus Center.

7. Closing– Erin Brannon

Ms. Brannon announced the next Open Forum All Staff meeting is scheduled for March 3rd, 2014 in the Campus Center Ballroom #108.1.

Ms. Brannon adjourned meeting at 10:55 am.

Minutes of the Meeting of UWG Staff Advisory Council

July 31, 2014, 10:00am

First Meeting for New Representatives

Nursing Building Room 115

1. Ashley Lewis – Welcome-/ Meeting called to order at 10:00am
2. Ashley Lewis: What the role of Representatives are :
http://www.westga.edu/sac/index_500.php
3. Each new rep was asked to give a self-introduction
4. Ashley Lewis – Introduced Dr. Marrero
5. Dr. Marrero gave the SAC University Charge and The role of SAC at UWG
6. Kristy Gamble – Ask for nominations for SAC election offices
 - a. Due Date: August 1, 2015 by 5pm
 - b. Send nominations to the SAC email account
 - c. Each officer position can be found at:

http://www.westga.edu/assetsAdmin/sac/Staff_Advisory_Council_By-Laws_31Oct13.pdf
7. Meeting was ended at 10:45am

Minutes of the Meeting of UWG Staff Advisory Council
Open Forum- All Staff Meeting
TLC 1305
November 28, 2012

1. Call to Order & Welcome – Erin Brannon

2. Introduction of SAC Officers & Representatives - Erin Brannon

Erin Brannon, Chair

Ashley Lewis, Vice Chair

Kari Cunningham, Treasurer

Denice King, Secretary

SAC Representatives introduced themselves and advised which areas they represent. Erin reminded the group all the representatives and their areas are available on the SAC website:

<http://www.westga.edu/sac/index.php>

3. Financial Update – VP for Business & Finance, Jim Sutherland

Mr. Sutherland gave an overview of current financial issues. Financially, UWG is sound, and we have taken the necessary precautions to prepare us for potential (likely) budget cuts in the future. However, he explained the State Legislature is not expected to be giving a merit pay raise again this coming year. This applies all throughout the state of Georgia.

Mr. Sutherland also discussed the Mercer Study. The last study was done four years ago to determine if UWG was less competitive than other industry in our region. If we are lower than the market now, we will again have to find the resources internally to bring us back up to a competitive rate. The initial report from Mercer is expected mid-January.

Mr. Sutherland then answered questions covering the following topics:

- Mr. Sutherland clarified how we can be putting up new buildings instead of giving pay raises. Construction funding comes from taxes, fees, and/or bond sales that are specifically allotted for those building projects. That money cannot be used for salaries.
- Possibility of working during the forced holiday vacation days? Employee supervisor and division VP must approve the work to be done, and HR must be notified in advance.
- Possible tax increase that could affect employees' tax situations? HR/Payroll will notify the campus as soon as any changes are to occur in employee pay.
- TRS percent rate going up to cover all the anticipated benefits for participants.

4. UWG Toy Drive – Ashley Lewis

Ashley gave an update on the progress for the UWG Toy Drive. The event will happen on Friday, Nov 7th. Donations of an unwrapped new toy should be brought to the Townsend Center between 11:30 am – 1:00 pm. Ashley notified the group that all older children from Carroll County Division of Family and Children Services have been adopted already.

5. Questions/Concerns/Rumors – Erin Brannon

An update on Dr. Sethna's retirement was requested. Parker Executive Recruitment Firm and the Presidential Search Committee are in the process of heavily recruiting qualified candidates. On-campus interviews could happen as early as February or March.

Question asked whether Tuition Assistance program also pays for dependents. VP Sutherland advised it does not.

Concerns regarding parking were raised.

- Special parking permits (15 minutes) need to be requested by department heads and approved by Deans/VPs.
- Suggestion made to allow all employees to park anywhere for 15 minutes to handle work related errands on campus.
- Mark Reeves, Asst. VP of Auxiliary Services, will come to individual departments to discuss parking issues/suggestions.

6. Adjournment – Erin Brannon

Ms. Brannon adjourned meeting at 4:15 pm.

STAFF ADVISORY COUNCIL MEETING

October 8, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, S. Carter, T. Christman, D. Curley, M. Davis, J. Etheredge, K. Hemphill, K. Ballard, J. Lambert, D. Liverman, N. Lott, M. Miller, T. Puckett, S. Robinson, J. Robinson, R. Smith, K. Willingham, A. Wright, E. Brannon, A. Lewis, M. Parham,

Absent – M. Ertzberger, Z. Green, J. Morgan, T. Morris, S. Pitts, D. Richards, H. Roberts, E. Shooks, A. Skinner, E. Smith, B. Smith, A. Udin, S. Young

1. Call to order by Erin Brannon – 11:00am

The computer projector was not working, but the PowerPoint was not needed to continue the meeting.

2. Guest Speakers

Dr. Melanie McClellan, Director of Community Engagement

Appointed by Dr. Marrero, Dr. McClellan is working specifically on Strategic Imperative 3 to partnership success and to build engaged and mutually beneficial collaborations with the university and community. So far Dr. McClellan has a Campus Compact Workshop. She has been learning about the Carnegie Community Engagement Classification, listening to various people on campus including the President, VPs and Deans. She has also been researching other campuses to see how they connect and partner within their communities. She has started working with different departments on campus to learn about their needs and to find out what strategies work well and which ones don't. She plans to survey the faculty and staff soon to get their input.

She was offered an office at the Chamber of Commerce. What she learned...UWG is doing great things, people don't know what each other is doing, Carroll County is doing great things, often difficult for community partners to find out how to connect to UWG, challenging for UWG people to connect to the community, we can learn a lot from other campuses, and the Carnegie Community Engagement classification is a serious undertaking.

Dr. McClellan asked for our input and several members expressed that it is sometimes difficult to find volunteer opportunities for students and finding community resources can be difficult. They made several suggestions including having a UWG webpage where employees can find links to the community and having them categorized. It was also suggested that creating workshops and lunch & learns might be a good way to connect UWG and the community. Dr. McClellan also suggested that it might be beneficial to have a UWG webpage/hub for the community, so it might be easier to find out what is going on around campus.

Dr. McClellan is compiling all of the feedback she has been getting. She plans to develop and implement a short-term communication plan to begin improving the coordination of UWG/Community Partnerships and work with a task force to develop informed plans and recommendations for the future.

Ketty Ballard, Associate Director of Recruiting and Admissions (Divisional Administrator for Best of the West)

Ketty wanted to remind the committee that the deadline for the Quarterly Divisional Award, for the Best of the West Employee Award & Recognition Program, is October 15th, 2014. There is a big push on campus to recognize employee contributions and successes. Anyone, regardless of how long they have been employed at UWG, can nominate an employee. The employee must be a fulltime (faculty or staff) and have been employed for at least one year at the time of nomination. Their supervisor will also have to complete a form confirming their employment and title. Nominees' contributions can be for small or big projects. The awards are linked with the University Values and Strategic Imperatives.

Quarterly Award winners will receive prizes, many of which are UWG related or promote wellness on campus. All quarterly award winners will be entered into the pool for the Employee of the Year Award, which includes a \$1,000 salary increase.

Forms, links and information can be found at <http://www.westga.edu/engagewest/1724.php>. And don't forget to submit your nomination by October 15th!

Elizabeth Kramer from Faculty Senate was not able to make it to our meeting, but she will present at the November meeting.

Juanita Hicks, Executive Director of Human Resources

Juanita joined us to announce the 3 option proposal that Human Resources has come up with regarding the 2015 Holiday Schedule. With all options, Memorial Day has been changed to a paid holiday and there will be several reduced service schedule days.

To submit their option or provide feedback, staff members can go to the SAC website (see below) or contact their representative. The deadline for feedback is Friday, October 17th at 5:00pm. Juanita will compile the feedback and submit it to PAC on October 21st and the President will decide soon after on the final schedule for 2015.

Juanita will be presenting the options along with the upcoming changes to the benefits package for 2015 at the All-Staff Open Forum on Friday, October 10th at 11:00am. All of the medical plans are being renamed and some premiums will go up and some will go down, depending on if you choose an over or undervalued plan. The Blue Choice and Kaiser plans will only be available to people in the Atlanta area (based on home zip code). Out-of-pocket maximums, deductibles and copays will be changing too. The surcharge for smoking will be going up to \$75 per person. Members that have a hard time affording the surcharge can contact HR and they can accommodate the cost if the member joins a smoking cessation plan. Dental is increasing by 11.8%. Another change is that GRA

hours will need to be tracked so they can be offered the opportunity to select health coverage offered through UWG. GRAs that are eligible can decline the coverage, but they must still be covered on a health plan. The handouts she provided are attached.

Juanita confirmed that the Benefits Fair will be on Tuesday, October 14th from 9-3 in the lower level of the Z-6.

3. Business – Erin Brannon
None

4. Closing – Erin Brannon

Ms. Brannon reiterated that the All-Staff Open Forum is on Friday, October 10th at 11:00 in the TLC 1305 and adjourned the meeting at 12:15pm.

Next SAC meeting is on Wednesday, November 12th at 11.

Submitted by Meggie Miller 10-09-14

2015 UWG Holiday Schedule Proposal

Option 1 – Allows for Memorial Day to be paid. The Winter Holiday Break requires **two** days of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule *(Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule *(Campus Open – See Notes)		December 22 nd	Tuesday
University Closed**		December 23 rd	Wednesday
University Closed**		December 24 th	Thursday
Winter Holiday Break		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

Option 2 - Allows for Memorial Day to be paid. The Winter Holiday requires **one** day of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule*		December 21 st	Monday

(Campus Open – See Notes)			
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
University Closed**		December 24 th	Thursday
Winter Holiday Break		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

Option 3 – This schedule allows for Memorial Day to be paid and does not require any unpaid closure days.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break – Thanksgiving Day		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule* (Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
Reduced Services Schedule* (Campus Open – See Notes)		December 24 th	Thursday
Winter Holiday Break – Christmas Day		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

Additional Information:

***Reduced Services Schedule:**

The institution **will be open** on these days; however, we will operate on a reduced level. Annual leave and comp time will be granted at the discretion of the supervisor. Offices that choose to close during this time will be required to designate another office to accept emergency phone calls and will need to determine a designee who will handle responses.

****University Closed:**

The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options:

1. Hourly and Monthly staff may use eight hours of annual leave.
2. Hourly staff has the option of using any accrued comp time.
3. Hourly and Monthly staff may work a flex schedule for the week, i.e. four 10-hour days.
4. Hourly and Monthly staff may take the day off without pay.

Faculty:

- 10-Month Faculty – Faculty members with a 10-month designation **do not** accrue annual leave hours and **will not** be required to take leave at during the designated dates listed above.
- 12-Month Faculty – Faculty members with a 12-month designation **do** accrue annual leave hours and are required to take appropriate leave during the designated dates listed above.

Please do not hesitate to contact Human Resources if you have questions.

Rescheduled Holidays:

As noted in the holiday schedule, there are holidays in which the institution has selected to reschedule to a later date. Should an employee wish to observe a holiday that has been moved or has not been noted, they should work with their managers to accommodate the request by using annual leave or comp time.

Reference Only:

For reference purposes only, the State of Georgia Holiday Calendar is below. This information will not be included on the official Holiday Schedule document.

State offices will be closed for the following holidays during 2015:

- New Year's Day - Thursday, January 1

10/7/2014

- Robert E. Lee's Birthday - January 19 (*To be observed on Friday, November 27*)
- Martin Luther King, Jr.'s Birthday - Monday, January 19
- Washington's Birthday - February 16 (*To be observed on Thursday, December 24*)
- Confederate Memorial Day - April 26 (*To be observed on Monday, April 27*)
- Memorial Day - Monday, May 25
- Independence Day - July 4 (*To be observed on Friday, July 3*)
- Labor Day - Monday, September 7
- Columbus Day - Monday, October 12
- Veterans Day - Wednesday, November 11
- Thanksgiving Day - Thursday, November 26
- Christmas Day - Friday, December 25



2015 Summary of Healthcare Plan Changes

Change Plan names – the OA POS plan becomes the Comprehensive Care Plan and the HSA OA POS plan becomes the Consumer Choice HSA plan

Comprehensive Care Plan

- Increase in-network deductible from \$300 single/\$900 family to \$500 single/\$1,500 family
- Increase out of network deductible from \$500 single/\$1,500 family to \$1,500 single/\$4,500 family
- Increase in-network out of pocket maximum from \$1,000 single/\$2,000 family to \$1,250 single/\$2,500 family
- Increase out of network out of pocket maximum from \$3,000 single/\$5,000 family to \$3,750 single/\$7,500 family
- Increase in-network specialist office visit co-pay by \$10 from \$20 to \$30
- Add In-network urgent care co-pay of \$35 instead of co-insurance after deductible; not subject to deductible or co-insurance
- *Add ABA Autism Therapy Coverage*
- Increase pharmacy out-of-pocket maximum to \$1,100/member; capped at \$3,300/family

Consumer Choice HSA Plan

- Increase out of network deductible from \$2,500 single/\$5,000 family to \$3,000 single/\$6,000 family
- Increase in-network out of pocket maximum from \$3,000 single/\$6,000 family to \$3,500 single/\$7,000/family
- Increase out of network out of pocket maximum from \$6,000 single/\$12,000 family to \$7,000 single/\$14,000 family
- Increase in-network employee co-insurance from 15% to 20% (Employer co-insurance decreases from 85% to 80%)
- Increase out of network employee co-insurance from 30% to 40% (Employer co-insurance decreases from 70% to 60%)
- *Add ABA Autism Therapy coverage*

BlueChoice HMO

- Increase primary care office visit co-pay from \$20 to \$30 (services priced at \$20 co-pay change to \$30 co-pay)
- Increase specialist office visit co-pay from \$25 to \$50 (services priced at \$25 co-pay change to \$50 co-pay)
- Increase out-patient hospital services co-pay from \$100 to \$200
- Increase in-patient hospital services co-pay from \$250 to \$500

BlueChoice HMO continued

- Increase urgent care co-pay from \$30 to \$50
- Increase in emergency room co-pay from \$150 to \$250
- *Add ABA Autism Therapy coverage*
- Add \$500 co-pay to in-patient behavioral health services
- Add \$30 co-pay to out-patient behavioral health services
- Increase brand name prescription drug co-pay from \$25 to \$35
- Add 20% co-insurance to non-preferred brand name prescription drug with a \$45 minimum and \$125 maximum cost share
- Add pharmacy out of pocket max of \$1,100/single and \$3,300/family
- Decrease out-of-pocket max to \$5,500/single and \$9,900/family

Kaiser HMO

- Increase preferred brand co-pay from \$25 to \$35 and non-preferred co-pay from \$35 to \$45 at Kaiser pharmacy
- Increase emergency room co-pay from \$150 to \$250
- *Add ABA Autism Therapy coverage*

Premiums

- Move to Value based (Actuarial) pricing of plans
- Take step towards Defined Contribution Employer Share approach
- Active Employee and pre Medicare retiree Premium changes for 2015:
 - OA POS plan **decrease** in premiums by 6%
 - HSA OA POS plan increase in premiums by 32%
 - BlueChoice HMO plan increase in premiums by 24%
 - Kaiser HMO plan increase in premiums by 4%

Board of Regents of the University System of Georgia
 2015 Healthcare Plan Designs - Summary

	Consumer Choice HSA [€]		Comprehensive Care		BlueChoice HMO Plan	Kaiser HMO Plan
	In-network	Out-of-network	In-network	Out-of-network	In-network	In-network
Medical Benefits						
Deductible—Single	\$1,500	\$3,000	\$500	\$1,500	None	None
Deductible—Family	\$3,000	\$6,000	\$1,500	\$4,500	None	None
Out-of-Pocket Maximum—Single	\$3,500	\$7,000	\$1,250	\$3,750	\$5,500	\$6,350
Out-of-Pocket Maximum—Family	\$7,000	\$14,000	\$2,500	\$7,500	\$9,900	\$12,700
Coinsurance (% network rate)	80%	60%	90%	60%	100%	100%
Preventive Care Visits	100%	60%	100%	Not covered	100%	100%
Physician’s Office Visit	80%	60%	\$20 copay	60%	\$30 copay	\$20 copay
Specialist Office Visit	80%	60%	\$30 copay	60%	\$50 copay	\$25 copay
Outpatient Hospital Services	80%	60%	90%	60%	\$200 copay	\$100 copay
Inpatient Hospital Services	80%	60%	90%	60%	\$500 copay	\$250 copay
Urgent Care	80%	60%	\$35 copay	60%	\$50 copay	\$30 copay
Emergency Care	80%		\$150 copay, then 90% after ded.		\$250 copay	\$250 copay
Pharmacy Benefits						
Retail Rx - 30 day supply						** Kaiser Pharmacy Only
Generic	80%		\$10 copay		\$10 copay	\$10 copay
Preferred Brand	80%		\$35 copay		\$35 copay	\$35 copay **
Non-preferred Brand	80%		20% w/ \$45 min & \$125 max		20% w/ \$45 min & \$125 max	Not Covered
Mail Order - 90 day supply						
Generic	80%		\$25 copay		\$25 copay	\$20 copay
Preferred Brand	80%		\$87.50 copay		\$87.50 copay	\$70 copay **
Non-preferred Brand	80%		20% w/ \$112.50 min and \$250 max		20% w/ \$112.50 min and \$250 max	Not Covered
Pharmacy Out-of-Pocket Maximum	Combined w/ medical OOPM		\$1,100/Member; capped at \$3,300		\$1,100/Member; capped at \$3,300	N/A
Employer HSA Contribution						
Dollar for dollar match	\$375 Single/\$750 Family		None		None	None

€ All Services in the Consumer Choice HSA are subject to deductible except Preventive.

* Bold indicates change in plan benefit from 2014 to 2015

Board of Regents of the University System of Georgia
 2014/2015 Actives and Pre Medicare Retirees

USG Health Benefit Premiums	2014				2015			
	Employee	Employee + Child	Employee + Spouse	Family	Employee	Employee + Child	Employee + Spouse	Family
Employee Premium								
Consumer Choice HSA	\$47.00	\$83.00	\$96.00	\$132.00	\$62.00	\$110.00	\$128.00	\$176.00
Comprehensive Care	\$180.00	\$323.00	\$377.00	\$521.00	\$170.00	\$305.00	\$356.00	\$492.00
BlueChoice HMO	\$142.00	\$255.00	\$297.00	\$410.00	\$176.00	\$315.00	\$368.00	\$508.00
Kaiser HMO	\$138.00	\$248.00	\$289.00	\$399.00	\$143.06	\$257.02	\$300.00	\$414.00
Employer Cost								
Consumer Choice HSA	\$278.00	\$485.00	\$564.00	\$770.00	\$388.00	\$700.00	\$817.00	\$1,129.00
Comprehensive Care	\$433.00	\$781.00	\$911.00	\$1,257.00	\$345.00	\$623.00	\$727.00	\$1,003.00
BlueChoice HMO	\$341.00	\$614.00	\$717.00	\$991.00	\$365.00	\$659.00	\$768.00	\$1,061.00
Kaiser HMO	\$319.64	\$575.74	\$672.06	\$928.12	\$313.14	\$564.14	\$658.02	\$908.92
Total Premium								
Consumer Choice HSA	\$325.00	\$568.00	\$660.00	\$902.00	\$450.00	\$810.00	\$945.00	\$1,305.00
Comprehensive Care	\$613.00	\$1,104.00	\$1,288.00	\$1,778.00	\$515.00	\$928.00	\$1,083.00	\$1,495.00
BlueChoice HMO	\$483.00	\$869.00	\$1,014.00	\$1,401.00	\$541.00	\$974.00	\$1,136.00	\$1,569.00
Kaiser HMO	\$457.64	\$823.74	\$961.06	\$1,327.12	\$456.20	\$821.16	\$958.02	\$1,322.92

Board of Regents of the University System of Georgia
 2015 Medicare Retiree Rates

USG Health Benefit Premiums	Medicare Retiree	Retiree w/ Spouse (both Medicare Eligible)	Medicare Retiree w/ Child	Non-Medicare Retiree w/Medicare Spouse	Medicare Retiree w/ Non-Medicare Spouse	Non-Medicare Retiree w/ Medicare Spouse & Family	Medicare Retiree w/ Non-Medicare Spouse & Family	Retiree w Spouse (both Medicare Eligible) w/ Family
Consumer Choice HSA								
Employee Contribution	\$62.00	\$128.00	\$110.00	\$128.00	\$128.00	\$176.00	\$176.00	\$176.00
Employer	<u>\$388.00</u>	<u>\$817.00</u>	<u>\$700.00</u>	<u>\$817.00</u>	<u>\$817.00</u>	<u>\$1,129.00</u>	<u>\$1,129.00</u>	<u>\$1,129.00</u>
Total Premium	\$450.00	\$945.00	\$810.00	\$945.00	\$945.00	\$1,305.00	\$1,305.00	\$1,305.00
Comprehensive Care -Both Enrolled								
Employee Contribution	\$116.00	\$232.00	\$251.00	\$286.00	\$302.00	\$430.00	\$438.00	\$368.00
Employer	<u>\$280.00</u>	<u>\$560.00</u>	<u>\$557.00</u>	<u>\$625.00</u>	<u>\$661.00</u>	<u>\$919.00</u>	<u>\$937.00</u>	<u>\$836.00</u>
Total Premium	\$396.00	\$792.00	\$808.00	\$911.00	\$963.00	\$1,349.00	\$1,375.00	\$1,204.00
Comprehensive Care -Not Enrolled								
Employee Contribution	\$216.00	\$432.00	\$351.00	\$386.00	\$402.00	\$530.00	\$538.00	\$568.00
Employer	<u>\$593.00</u>	<u>\$1,185.00</u>	<u>\$870.00</u>	<u>\$938.00</u>	<u>\$974.00</u>	<u>\$1,232.00</u>	<u>\$1,250.00</u>	<u>\$1,462.00</u>
Total Premium	\$809.00	\$1,617.00	\$1,221.00	\$1,324.00	\$1,376.00	\$1,762.00	\$1,788.00	\$2,030.00
Comprehensive Care-One Enrolled								
Employee Contribution		\$332.00						\$468.00
Employer	-	<u>\$831.00</u>	-	-	-	-	-	<u>\$1,107.00</u>
Total Premium		\$1,163.00						\$1,575.00
Kaiser Senior Advantage								
Employee Contribution	\$91.00	\$182.00	\$234.00	\$234.00	\$234.00	\$369.00	\$369.00	\$325.00
Employer	<u>\$191.82</u>	<u>\$383.62</u>	<u>\$505.02</u>	<u>\$505.02</u>	<u>\$505.02</u>	<u>\$803.38</u>	<u>\$803.38</u>	<u>\$696.84</u>
Total Premium	\$282.82	\$565.62	\$739.02	\$739.02	\$739.02	\$1,172.38	\$1,172.38	\$1,021.84



2014/2015 Dental Rates		2014	2015
		Base Plan	Base Plan
Employee		\$24.82	\$27.74
Employee + Child(ren)		\$47.12	\$52.66
Employee + Spouse		\$49.62	\$55.46
Family		\$79.38	\$88.72
		High Plan	High Plan
Employee		\$30.66	\$34.27
Employee + Child(ren)		\$58.24	\$65.09
Employee + Spouse		\$61.30	\$68.51
Family		\$98.10	\$109.64

2015 Vision Rates	
Employee Only	\$6.38
Employee + Child(ren)	\$12.14
Employee + Spouse	\$14.38
Family	\$18.84

LifeStyle Benefits	Option A	Option B	Option C	Option D
Cost per month	\$8.35	\$9.85	\$9.85	\$11.50

Package Options	Option A	Option B	Option C	Option D
Emergency Roadside Assistance		✓		✓
Identity Theft Protection	✓	✓	✓	✓
Legal Care	✓	✓	✓	✓
Tax Help Line		✓	✓	✓
Pet Care			✓	✓
Fitness Club Discounts				✓
* These are discount programs, not insurance plans				
** All benefits include member, spouse and all legal dependent(s) except ID Theft Protection.				



2015 Minnesota Life - Life Insurance Rates

Basic Life Rates	Basic Rates	\$25,000 Basic Life Rate	Matching Basic AD&D*	BASIC Life & AD&D \$25,000
Active	\$0.445		\$0.014	\$11.480
Retiree	\$0.445	\$11.140	\$0.014	\$11.480

Rates are per \$1,000 per month except when stated as a flat monthly rate

*all active employees are enrolled in matching AD&D

*matching AD&D for retirees only applies to retirees insured prior to 11/1/80

Matching Supplemental AD&D				
Active	\$0.014			
Retirees	\$0.018			

Supplemental Life Rates - Active Employees	Rates/\$1,000	Rates/\$1,000 + AD&D	Supplemental Life Rates - SPOUSE- no AD&D	Spouse Life per \$1,000 no AD&D	Retirees	Rates/ \$1,000 no AD&D Insured on or after 11/1/80	Rates/\$1,000 grandfathered with AD&D Insured prior to 11/1/80
Age			Age		Age		
<20	\$0.043	\$0.057	<20	\$0.043	<20	0.050	0.068
20-24	\$0.043	\$0.057	20-24	\$0.043	20-24	0.050	0.068
25-29	\$0.052	\$0.066	25-29	\$0.052	25-29	0.060	0.078
30-34	\$0.069	\$0.083	30-34	\$0.070	30-34	0.080	0.098
35-39	\$0.077	\$0.091	35-39	\$0.079	35-39	0.090	0.108
40-44	\$0.095	\$0.109	40-44	\$0.087	40-44	0.110	0.128
45-49	\$0.129	\$0.143	45-49	\$0.133	45-49	0.150	0.168
50-54	\$0.198	\$0.212	50-54	\$0.205	50-54	0.270	0.288
55-59	\$0.370	\$0.384	55-59	\$0.385	55-59	0.510	0.528
60-64	\$0.576	\$0.590	60-64	\$0.592	60-64	0.780	0.798
65-69	\$1.161	\$1.175	65-69	\$1.140	65-69	1.550	1.568
70 - 74	\$2.012	\$2.026	70-74	\$1.850	70-74*	2.600	2.600
75+	\$2.012	\$2.026	75+	\$3.001	75+*	3.500	3.500

*Grandfathered retiree coverage (insured prior to 11/1/80) loses matching AD&D at age 70

No Age reductions for active employees; matching AD&D applies for all active employees

Child Life	\$0.10
AD&D Plan	
Employee Only	\$0.016
Family	\$0.028

Retiree Spouse Life	\$2.35/month for \$5,000 coverage
Retiree Child Life	\$.50/month for \$5,000 coverage (up to \$15,000 max.)
Grandfathered Dependent Life*	\$.47 per \$1,000 of coverage

*no longer available for new retirees after 1/1/14

2015 MetLife Disability Rates

STD	\$.291/\$10 of covered benefit
LTD	\$.224/\$100 of covered salary

STD Calculation Example:

Monthly payroll

Rate: \$.291/\$10 covered benefit

Annual Salary = \$56,000

$\$56,000 / 52 = \$1,076.92$ weekly covered salary

$\$1,076.92 * .60 = \646.15 weekly benefit

$\$646.15 * .291 / \$10 = \underline{\$18.802}$ or \$18.80 rounded down

Biweekly Payroll

Rate: \$.291/\$10 covered benefit

Annual Salary = \$56,000

$\$56,000 / 52 = \$1,076.92$ weekly covered salary

$\$1,076.92 * .60 = \646.15 weekly benefit

$\$646.15 * .291 / \$10 / 2 = \underline{\$9.401}$ or \$9.40 rounded down

STD Weekly benefit maximum = \$2,500

LTD Calculation Example

Monthly payroll

Rate: \$.224/\$100 covered salary

Annual Salary = \$56,000

$\$56,000 / 12 = \$4,666.67$ covered monthly salary

$\$4,666.67 * .224 / \$100 = \underline{\$10.453}$ or \$10.45 rounded down

Biweekly payroll

Rate: \$.224/\$100 covered salary

Annual Salary = \$56,000

$\$56,000 / 12 = \$4,666.67$ covered monthly salary

$\$4,666.67 * .224 / \$100 / 2 = \underline{\$5.226}$ or \$5.23 rounded up

LTD Weekly benefit maximum = \$15,000

**Minutes of the Meeting of UWG Staff Advisory Council
Executive Committee Meeting
Campus Center Ballroom 108.4
November 13, 2012**

1. Call to Order – Erin Brannon

2. 2013 & 2014 Holiday Calendars - Erin Brannon

Dr. Sethna approved the holiday calendar options the Staff Advisory Committee Representatives recommended.

3. UWG Toy Drive Update – Ashley Lewis

S.A.C. is working with the *Toys for Tots* organization again this year. Donations of unwrapped toys for children under 12 years of age are being accepted. The toys should be brought to the annual holiday celebration at the Townsend Center on December 7th from 11:00 – 1:30 pm. The option to “adopt” an older child (13-18 yrs. old) is also available. If you are interested in providing gifts for an older child, please contact Ashley Lewis for a specific gift list.

4. Standing Committees – Erin Brannon

Standing Committees

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

Erin provided a list of the representatives that have already volunteered to serve on the standing committees. More volunteers are needed for certain committees – anyone interested in participating on a committee should contact Erin Brannon. The By-Laws committee is encouraged to meet and start working on the by-laws as soon as possible.

Erin will also send out some Staff Development ideas to that committee for consideration.

5. Risk Management – Matt Jordan

Matt began by stressing that S.A.C. is very important to the employees and to the campus. Risk assessment is designed to reduce the risk of failure and protect what’s valuable. This council needs to protect the perception and reputations of the council to staff, students, and community, etc. He further

warned us to not “dilute” the committee; stick with the core values of the committee; define what we do in advance (via by-laws); and don’t let the committee deteriorate into complaint sessions only.

6. All-Staff Open Forum Topics – Erin Brannon

Erin opened a discussion of possible agenda items for the Open Forum meeting on Nov 28th. The group made the following suggestions:

- Financial Issues – Mr. Jim Sutherland to address
- Master Plan – Mr. Brendan Bowen to address
- Parking – Mr. Mark Reeves to address
- Holiday Schedules – Ms. Stephanie Rooks to address
- Fair Labor Standard Act - Ms. Stephanie Rooks to address
- Rumor Patrol – Executive Committee to address questions, concerns, and look for possible solutions

REMINDER – next All Staff Open Forum Meeting is scheduled for 11/28/12 at TLC 1305 at 3:30 pm. The Open Forum meetings only happen once a semester, so attendance is strongly encouraged.

7. Adjournment – Erin Brannon

Ms. Brannon adjourned meeting at 10:40 am.

STAFF ADVISORY COUNCIL MEETING

September 10, 2014

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, S. Carter, D. Curley, M. Davis, J. Etheredge, Z. Green, K. Ballard, J. Lambert, D. Liverman, N. Lott, M. Miller, S. Pitts, H. Roberts, S. Robinson, J. Robinson, E. Shooks, A. Skinner, B. Smith, A. Udin, K. Willingham, A. Wright, E. Brannon, A. Lewis, M. Parham, M. Ertzberger

Absent – T. Christman, K. Hemphill, J. Morgan, T. Morris, T. Puckett, D. Richards, R. Smith, E. Smith, S. Young

1. Call to order by Erin Brannon - Meetings are generally run by having the guest speaker present first and then council business will follow.

2. Special Guests

Dr. Cathi Jenks, AVP, Institutional Effectiveness and Assessment

Provided an update on where the KPI team is with identifying a new list of Peers & Aspirants for the University of West Georgia.

Peers & Aspirants

Dr. Jenks made a previous presentation at the Faculty Senate, but we were given the new presentation. Changes were made by Dr. Marrero and the list was approved. Peers & Aspirants list helps to identify us against other institutions with similar qualities (processes, policies, and procedures). Dr. Marrero felt that the old list was off because it should have been equal peers vs. Aspirants. In reviewing at others web sites they found that they tended to only have peers that they benchmarked to, no aspirants. New list was provided. The old list can be found on their website, but they will be replacing list and hyper linking to the institutions Institutional Effectiveness and Assessment departments.

How we got to that list – Methodology – looked at it from both qualitative and quantitative approaches. Used the IPEDs database where 7000 institutions of higher learning are listed and by using numerous filters the list was reduced down to what you see in front of you. Looked at Core variables, only included public universities, had 4 year programs, current in IPEDS, were degree granting, enrollment size (because UWG was on the cuff between categories, we looked at those just above us and those just below us), non-military, offering undergrad and graduate programs, etc. They looked at institutions much like us.

Once we had the main filters, we started looking at other variables: what are their admissions criteria's, are they open access, etc. We also realized that our mission had strengthened since the last list was created. In the quantitative analysis we looked at why they should stay on the list; asked Dean's, departments and divisions to provide their insight. For suggestions that were not on the list they were considered as a group. It was then narrowed down to 16 peers, 4 aspirants and 3 sector institutions. The final list is what we see here. It was an interesting process. Share the list with people in your area.

KPI's – Key Performance Indicators Update:

President Marrero established the KPI team was established to take on two tasks: 1) develop a new list of peers and aspirants and 2) establish key performance indicators to go with our new strategic plan. The key performance indicators come in to help evaluate how you are measuring against your strategic plan. There are currently 72 items but not all of them are necessarily key (some are higher than others). We will track the progress on all the strategic imperatives. The committee came up with a draft list (huge) that was then narrowed down with the departments affected and is still being tweaked. Most have been approved by the departments, just a little tweaking still taking place. One issue was raised regarding the composition of the KPI team – University Advancement was not represented, so they went around and talked to various people to find out what was important in their area and how they track things like gifts & scholarships.

There was one heated debate about including the win/loss record of our athletic team in the KPI's – pro's we have a winning team and they bring in people, con's – not an institutional priority = tie among the team. So the issue was brought to Dr. Marrero. He said it is important but does it rise to the level of institutional priority. It's not really a KPI but Advancement should track and we will keep our eyes on it.

The various areas impacted were consulted. The list was presented at the Faculty Senate, where a few errors were identified, so please let them know if you see any errors. According to the recent release from US News, UWG went from a ranking of 89 to 92, but there are several tied at 92 so we have really stayed the same. Again this is just a measure to help us track how we are progressing with our goals in the strategic plan.

Dr. Jenks is going to provide a digital copy of the lists to Erin for distribution so that the representatives can provide information back to their groups. It was listed on the President's website but it is very difficult to read. KPI group will also provide a dashboard for KPI monitoring once a simple format can be developed.

Dr. Denise Overfield – Barrier's Team

There are still people that do not know that there is a barriers team. This team was created as part of the Engage West initiative. The groups charge is to identify, assess and provide recommendations for improving operational processes, policies, and practices with the goal of eliminating barriers of inefficiency. With a culture and mantra of problem solving, this team must align identified barriers with efficient solutions through the lens of mandated statutes, governing policies, and system shared services.

The teams' job is to eliminate the things that get in the way of you doing our job. This is a very big charge. We were given charge and were told to go for it. Our charge to take the four strategic imperatives (20 team members) and we wrote down on large sheets of paper things that get in the way of achieving those imperatives. We agreed to a lot of the barriers and started looking at patterns.

The first 2 barriers and recommendations were approved and were formerly awarded sledgehammers.

Dr. Marrero plans to hang the sledgehammers up in the lobby of Sanford Hall. They have a plaque on them that identifies the barrier and the date. The first two are:

1) *Faculty Toolkit*: a website that was created to provide a “one stop shop” for means to report a student issue (academic dishonesty, student housing issue, financial aid problem, etc.). It is open to faculty & staff. This is to eliminate the need for having to go to multiple places to find help/assistance for a student. You can go to the UWG website, then use the search bar and type “toolkit” and it will come right up. Regardless of your role on campus you probably have interaction with a student that has an “issue”.

2) *Extended leave replacement (not a policy)*: When a person goes on leave, how do we cover their work? EX: If a person has to go on leave for 6 weeks, their work gets put on someone else to cover. The person covering is a nice person and does the work without any additional compensation or resources. This is a barrier that is being eliminated. This has been approved by PAC and is in place. If an employee is out for more than 15 days, the unit that employs that person may request funds to compensate the staff or faculty person that is taking on the extra work or they may request a temporary employee to take on that work. The pool is being developed with the assistance of Melanie McClellan. The funds are coming out of the emergency funds for the University. PAC has approved it and is committed to it. The requesting forms are still being created and once complete the information will be posted.

Two other barriers that have been approved (but not sledgehammers have been received yet) are:

A) *To get E-tuition dollars* (dollars from students who take on-line courses that are more than 95% on-line pay additional funds for tuition. The dollars are divided up between Distance Ed & the department that houses the course) *distributed earlier to units that need to get funds needed to budget better*. This was developed in conjunction with the Provost office. This is approved and this is going to happen. Money can be used to support a classroom – say a classroom needs more computers, needs updating. Money came very late last year and it contributed to the frenzy of year end spending and made it hard to prioritize and budget. By moving this up departments can be more strategic about it. Money goes to academic departments and some really generate a lot.

B) *There are 27 steps involved to hire a faculty member* – we are looking at ways to streamline the process. We are getting a system (Core integrator). Idea behind it is that the hiring process will be much more efficient because instead of thinking in terms of forms we will think of the information. It will be a more holistic system. A sub-committee is taking this on because we lose a lot of potential faculty members because of the chunkiness of our system. PAC has approved the formation of a working group to look at the integration of the Core integrator process. The system level is also looking at something like this but it is going to take them several years so Dr. Marrero has agreed to move forward with this.

Barriers that are in process:

C) *Dual career assistance for Partners*: An office wants to hire somebody and that person has a partner that would also need employment – How can we assist them in finding employment for their partner. They are looking at two careers if one accepts employment at UWG. We lose great candidates at times because of this. We are looking at a module that UGA had. They had a person to act as a point of

contact for the trailing partner. The trailing partner could contact this point person and get assistance with things like a resume critique, information on industries or companies in the region, or a career assessment. We are not recommending that UWG become an employment agency. But we think this could really send the message that we are reaching out to the new employee in the most comprehensive way possible. Dr. Melanie McClellan is our liaison with the community (has office at the Chamber of Commerce) and she could provide resources to the point person. This could be a plus for those looking to come here. We are doing research to see how widely this service is used at other institutions.

The Barriers team does not address issues related to interpersonal conflict, discrimination, misconduct, supervisor/employee disputes, instructor/student issues, or faculty/staff issues. WE DEAL WITH PROCESSES. If you have any of these issues contact the Ombud or HR, they are your resources for these.

The barriers team was told that the beginning that this was a 3 yr commitment. There are 20 people on the team, meet every two weeks for about 2hrs each time. Others outside the committee are asked to participate in sub-committees.

Working on a website where we can post information. If you have suggestions, email Dr. Overfield (dooverfi@westga.edu). Please send your ideas or thoughts.

3. **SAC Business:**

All Members introduced themselves

Role of the SAC Representative

How staff were assigned to you:

HR provides a list of all staff on campus, and then Erin took the list and divided it up. She looked at the divisions represented and the number of representatives that we have. Tried to give each of you the department that you are in, but some had to have more/less because each representative represents 30 staff. If your department had less than 30 we tried to put you with others that you may work closely with.

Your Role on the Staff Advisory Council (SAC):

The UWG staff is divided among the SAC representatives every 2 years and people tend to come and go. So contact your staff representatives by email, phone or department meeting – you decide how. Just let them know how you are and that you represent them - you are the voice of the staff. You don't need to meet with them and go over all the notes from our meetings, you can direct them to our website and all the notes, upcoming meetings, etc will be there. There is also an anonymous feedback form if they don't feel comfortable talking about the issue they have. Make sure everyone is in the know.

There are some issues that will be coming up (holiday calendar again for one) that you might have to poll your group. We want to keep transparency. All staff are invited to the SAC meetings but they are not open meetings, they cannot participate. At the ALL-Staff meetings in the fall and spring they can speak. The fall meeting has been set for October 10th.

We are looking for topics that could be presented for the October meeting and other meetings. The meetings have grown with Dr. Marrero and will continue to get bigger and get better.

Representative question: Can we ask all speakers to provide a summary/digital copy of materials because things can get lost in translation? Yes we can, but you can also refer your group to the website where the official minutes will be; Use the official minutes.

The SAC meetings are where you can ask questions, the All-Staff are where everyone can ask questions. Erin always ends with “Questions, Concerns & Rumors”

Committees – Ashley Lewis

Last year the committees were not as active as they probably should have been. The committees we have are:

Benefits – works closely with Human Resources; has a table at the benefits fair in October. We do concern/comment boxes and generate questions/answers related to concerns. Benefits committee shall address staff members’ concerns regarding benefits and either make a recommendation or refer them to the appropriate area of expertise. Make sure the people in your area are connected to the resources they need for benefit issues.

Bylaws - review bylaws on occasion (1 time a year); changing a few things with the Engage West Survey.

Elections - elections committee is on hold right now. The elections are held every two years, and elections were just made, so this committee is not needed right now.

Public relations – Works on the Toy Drive that is coming up – Ashley usually helps with that; anything related to public relations that you want to see our council initiate on campus.

Staff Development – shall consider options for career and professional development, orientation/mentoring, diversity in the workplace, and basic skills development. The committee shall work closely with the Human Resources Department in enhancing and developing Staff Development programs. What are areas that we can enhance to help staff that we currently have in place. Things are offered on campus but people don’t always know that its available, we need to education staff on what already exists.

Ad Hoc – will be as needed

Do you have any questions about committees? Some work more than others.

Sign-up sheets were made available. The committees will elect a chair for their individual committee; they will operate outside of these SAC committees. One possible ad hoc committee - Ashley received an email about the concern about campus safety and the walkways. One example listed was in the square they the 20 second timers for you to walk. They thought this might be something of interest in certain areas of our campus. So a committee can investigate this to see if it might be helpful for our campus. This could be a possible ad hoc committee to investigate: talk to the city or other institutions to see what they might be doing. Several signed up for this ad hoc committee on pedestrian safety.

A suggestion was made to possibly look at ways to help staff when they are in a hardship.

Columbus State collects used toner cartridges and returns them for money to support their group. So any ideas that you have would be great to help us raise some funds because we really do not have a way to. The funds we raise could help benefit staff that may want to go back to school or something like that. Per Jason Robinson, we are currently recycling the toner cartridges to create a scholarship fund for our employees.

Find your niche in one of these committees; it will help to make SAC more active. Look at other universities to see what they are doing that we might be able to do at UWG.

4. Questions/Concerns/Rumors?

Erin, as the Chair of this council, is the liaison to the President, so there are concerns that we need to bring to him, she will. He is basically the one that we report to.

Question about the SAC All-Staff state meeting, is there money to send people? If you are going to be a Staff council person then you need to see how others perform in certain situations. Then maybe one day we could hold the state council meeting here one day. But I don't know if there is money.

If you would like to go to the All- staff state meeting and you need funds to do so, please let Misty Parham (Treasurer) know and she will talk to Tina in the President's office to see if funds are available. We do not have a budget, but what we do have is a foundation account with about \$1,000.00 in it. The only way that it could get replenished is with A-Day funds. So while you are giving, if you would like to give to the Staff Advisory Council then note it on there. Any other funds right now have to come from the President's office. The \$1,000.00 that is in the account was donated to us by Ann Richards and her husband. They wanted the money to be used for staff development.

She donated a portion of it and it has been increased with A-Day funds.

Misty has spoken with Tina and the President's office is very supportive of us, so if you need funds to go to the meeting and your department does not have it, let Misty know and she will present it to Tina. The meetings do rotate around the state and there are approximately 16 planned so far. UWG did host the meeting back in 2002. Note that the state meeting is streamlined so that you can see it.

It would be neat to hear/see the items that the barriers team has that pertains to us, that we might be able to start working on.

Have TJ come in October to the All-Staff meeting to speak about the Campus Center and what it has to offer.

Next meeting is the 2nd Wednesday in October (October 8th) and the All-Staff meeting is on Friday October 10th. Don't forget the committee sign-up sheets.

Meeting adjourned.

Submitted by Michelle Ertzberger

Peers and Aspirants
for the University of West Georgia

USG Sector Institutions

1. Georgia Southern University
2. Kennesaw State University
3. Valdosta State University

Peer Institutions

1. Central Washington University (WA)
2. Eastern Kentucky University (KY)
3. Sam Houston State University (TX)
4. Stephen F. Austin State University (TX)
5. University of Central Missouri (MO)
6. University of Colorado – Colorado Springs (CO)
7. University of Minnesota – Duluth (MN)
8. University of Northern Colorado (CO)
9. University of Tennessee – Chattanooga (TN)
10. Western Illinois University (IL)

Aspirational Institutions

1. Ball State University (IN)
2. Indiana University of Pennsylvania – Main Campus (PA)
3. James Madison University (VA)
4. University of North Carolina – Wilmington (NC)
5. University of Northern Iowa (IA)

2014-2020 UWG Strategic Plan Key Performance Indicators								
	IPEDS Data Point?	Annual Analysis Period	2020 Goal	Goal	Actual	Directional Change from Prior Analysis Period	Definition	Source
Strategic Imperative 1: Student Success								
SI 1: Goal A: Student Persistence and Degree Attainment (n=10)								
Undergraduate Students								
First Year Retention Rates	Y	Fall 2013	82%	73%	70.76%	↑	IPEDS definition of retention of first-time, full-time freshmen - the percentage of a first-time, full-time in college (FTIC) undergraduate cohort (entering in fall term or summer continuing to fall) with fewer than 12 hours earned since high school graduation that is still enrolled or has graduated from the same institution in the following fall term. Data are based on counts as of ADM census date, which is set by the USG Board of Regents.	IEA
4 Year Graduation Rates	Y	FY2014	25%	17%	15.91%	↑	IPEDS. Four-year graduation rate of the FTIC entering cohort.	IEA
6 Year Graduation Rates	Y	FY2014	55%	42%	40.56%	↓	IPEDS. Six-year graduation rate of the FTIC entering cohort.	IEA
Degrees Conferred by Degree Level	Y	FY2014			Total: 2,338 / UG: 1,660 / G: 678	↑	Degrees conferred in the FY (summer, fall, spring). Does not include post-baccalaureate certificates.	IEA
Graduate Students								
Undergraduate GPA		Fall 2014			need baseline data		Average undergraduate GPA of new graduate students each enrolled Fall semester.	IEA
GRE Scores		Fall 2014			need baseline data		Average GRE scores of new graduate students enrolled each Fall semester.	IEA
GMAT Scores		Fall 2014			need baseline data		Average GMAT scores of new graduate students enrolled each Fall semester.	IEA
POST-GRADUATION SUCCESS -- COMPLETE COLLEGE GEORGIA METRICS								
Professional Licensure/Certification Exams		2013	98%	90%	NCLEX-RN: 92.08% Need data on others	↑	Pass rate for first time examinees for the National Council Licensure Examination for Registered Nurses (Nursing), the CPA exam (Accounting), and the GACE Content (Education). Data available for CPA exam for \$150 per year. GACE data will be provided by the COE.	http://sps.sps.gov/PA/academic/Forms/398%20Refrance%20-%20Nursing%20Education%20Program%20Results%2042BNCLEX%20.pdf
Median Starting Salary		2013-2014			PayScale: \$40,100	Baseline 2013-2014	Median starting salary for recent graduates.	Alumni Survey, PayScale.com
Continued Education		2013-2014			need baseline data		Percent of baccalaureate graduates continuing their education in graduate programs. Tracked via National Student Clearinghouse	IEA
SI 1: Goal B: Attract Students with Characteristics Consistent with our Mission and Vision (n=5)								
Graduate Enrollment	Y	Fall 2013			1970	↑	Total number of enrolled graduate students at census date.	IEA
Undergraduate Enrollment	Y	Fall 2013			9959	↓	Total number of enrolled undergraduate students at census date.	IEA
HS GPA		Fall 2013			3.12	↑	Average HS GPA for FTIC cohort.	IEA
SAT Scores	Y	Fall 2013			Q/V: 963	↓	Mean Verbal and Math SAT score for all FTIC students who submit scores as part of the admissions process.	IEA
ACT Scores	Y	Fall 2013			20	Unchanged	ACT composite for all FTIC cohort for all FTIC students who submit scores as part of the admissions process.	IEA
SI 1: Goal C: Facilitate Students' Financial Access to UWG (n=7)								
Percent of Undergraduate Students Whose Financial Need is Not Met		2013-2014			need baseline data		Formula created by Philip Hawkins in Financial Aid. This will track both the average amount not met in dollars and the percentage not met.	Financial Aid
Percent of graduate students filing FAFSA or getting loans		2014			need baseline data		Indicator of financial need of graduate students not met by other sources.	Financial Aid

IPEDS Data Point?	Annual Analysis Period	2020 Goal	Goal	Actual	Directional Change from Prior Analysis Period	Definition	Source
Scholarships	2012-2013			\$2,679,565	↑	Category including a total of all scholarship monies: institutional (including study abroad), private, and public. Many private scholarships for college students are offered each year by a variety of corporate, professional, trade, government, civic, religious, social, and fraternal organizations. These scholarships can range in amount from small honorariums to thousands of dollars. To be considered, students must meet the eligibility criteria specified by the donor or sponsor and complete a scholarship application (if required). State funds awarded by Georgia Student Finance Commission http://www.gsfcc.org/getnew/SandG_regs_2013.cfm	Financial Aid
PELL Grant	2011-2012			5249 awards / \$20,811,559	↑/↓	Provides need-based grants to low-income undergraduate and certain postbaccalaureate students to promote access to postsecondary education	Financial Aid
HOPE Measures	Fall 2013			Lost - 40%, need additional baseline data	↑	% of students coming into UWG with HOPE, % losing HOPE, % able to get HOPE back	Financial Aid
Student Employment	2011-2012			FWS - 210 awards / \$291,797	↓/↓	Federal Work Study, SA, GA/GRA/GTA positions	Financial Aid, Career Services, HR
Student Default Rate - Federal Stafford Loans	FY 2010			9.20%	↑	3-year default rate will be used. Source: USDOE	IEA
SI 1: Goal D: Nurture the Development of the Whole Person through Student Engagement (n=3)							
Student Faculty Interactions	2013-2014	FY and Senior student averages sig. higher than peers with effect size ≥ .03		FY and Senior - Sig higher, < .03 effect size	N/A - new questionnaire in 2013	NSSE Indicators on Experiences with Faculty. These indicators include the following: talked about career plans with faculty member; worked with a faculty member on activities other than coursework; discussed course topics, ideas, or concepts with faculty member outside of class; discussed your academic performance with faculty member	IEA
Number and % of students involved in student organizations, intramurals, campus programs, leadership roles	Baseline 2014			need baseline data		New software tracking system (OrgSync) in SAEM will monitor	SAEM
Assess Quality of Campus Environment	Fall 2014	FY and Senior student averages sig. higher than peers with effect size ≥ .03		FY and Senior = need baseline data	N/A - new questionnaire in 2013	Improvement on NSSE Engagement Indicators: Campus Environment (broken down into quality of interactions with students, academic advisors, faculty, student services staff, and other administrative staff and offices, as well as supportive environment indicators). Improvement on EBI student campus climate survey benchmarked to national comparators.	IEA
Strategic Imperative 2: Academic Success							
SI 2: Goal A: Assure Academic Programs Have the Capacity to Transform Lives and Address the Needs of the Region, State, and Beyond (n=10)							
Number of graduates by program	3 year rolling average, reported yearly		Bachelor's: > 10, Master's: > 5, Ed Spec: > 5, Doctoral: > 3, First Professional: > 3			Three year rolling average of number of graduates of each of the 86 programs of study	IEA/Provost
US News Institutional Ranking	2013-2014			92nd	↓	Institutional ranking in US News and World Report	IEA - external surveys
Experiential Learning Activities	2014-2015			need baseline data		Number of students participating in in-class experiential learning (labs), service learning, internships, practicum placements, study abroad, capstone projects, and undergraduate/graduate level research	Annual Reports of Academic Deans, Department Chairs, Faculty, Staff
QEP - Improve Undergraduate Writing in the Core	2015-2016			need baseline data		Assessments based on macro level rubric and students hitting benchmark assessment scores (overall for the area of the core). Percent of students who meet or exceed the benchmark.	QEP Director, ENG 1101/1102 Assessment Rubric, NSSE
Student-to-Faculty Ratio	2013-2014			19:1	Unchanged	Capacity to provide quality programming.	IEA - common data set

IPEDS Data Point?	Annual Analysis Period	2020 Goal	Goal	Actual	Directional Change from Prior Analysis Period	Definition	Source
Percent of SCH taught by Faculty with Terminal Degree by Academic Unit	Fall 2013	75%	75%				VPAA, IEA
Percent of SCH Generated by Faculty Type and Rank	Fall 2013				↑	PT, FT ratio and headcount by faculty type and rank	VPAA, IEA
Fully Online Programs	Fall 2013					Disaggregated by level (B, M, D)	Distance Education
Number of students entering from formal degree completion articulation agreements	Fall 2014					Track the increase in the number of students transferring into UWG via formal degree completion articulation agreements	IEA
Academic Challenge	Spring 2014	Student average significantly higher than that of peers				Improvement on NSSE Engagement Theme of Academic Challenge for both FY and SR students	IEA
SI 2: Goal B: Recruit, Retain, Compensate, and Develop High-Quality Faculty From Diverse Backgrounds (n=2)							
UWG faculty average salary vs. CUPA median	2013-2014	100% of median		85% of median	↑	UWG faculty salaries compared to CUPA median	VPAA
Total Instructional Budget	2013-2014					Per credit hour generated	VPAA
SI 2: Goal C: Enhance the Support for and Recognition of Scholarship, Research, and Creative Activities Conducted by Faculty and Students (n=2)							
# of students involved in research projects						Need a definition for "project". Involvement in this activity would not fit under "experiential learning activities" as tracked in Z.A.	annual report
External Grant Activity						To include total dollars by fiscal year, number of proposals submitted, number of proposals funded	ORSP
SI 2: Goal D: Measure and Improve the Quality of Teaching in All Academic Programs (n=5)							
Faculty Participation in Activities to Improve Quality of Teaching	2013-2014				N/A	Number of faculty attending workshops or conferences directly related to pedagogy, student motivation/engagement, or assessment	CTL, Annual Report
Quality Matters Training	2013-2014			need baseline data		Number of faculty receiving Quality Matters certifications	CTL, Distance
Faculty Course Evaluations	2013-2014					Track aggregate scores for the entire university on two questions: (1) how well student engaged in the class, and (2) quality of instruction as rated by the student	ITS report to IEA for F2F classes & Distance Ed report to IEA for Online
Faculty presenting or publishing in "teaching and learning" in their respective disciplines	2013-2014					Number of faculty presenting and/or publishing teaching and learning related scholarship in their respective disciplines	annual reports
Faculty publishing or presenting at conferences on their Scholarship of Teaching and Learning	2013-2014				N/A	Number of faculty presenting and/or publishing their SoTL	CTL
Strategic Imperative 3: Valued Partnerships							
SI 3: Goal A: Develop, Assess, and Sustain a Network of Mutually Beneficial Partnerships (n=2)							
Regional Economic Impact	FY 2013	\$650 million	\$460 million	\$455 million	↑	Report produced by the USG and updated at the beginning of the fiscal year	IEA
Partnership Assessment	2014-2015		establish baseline			Impact and return on investment on student, academic, and operational success. [Tactics: 1) compile list of partnerships, 2) develop metric to assess strategic fit and success of partnerships, 3) develop survey for partner assessment of relationships, 4) cabinet-level determination of gaps to be filled. Examine strategic fit on an annual basis.] To include dollar allocation and time commitment dedicated to each partnership.	Unit Heads/Partnership Coordinators
SI 3: Goal B: Create and Cultivate New Partnerships to Support Strategic Initiatives (n=6)							
Number of educational partners	Annually					Formal 2+2 or 3+2 articulation agreements – associate degrees with technical schools/other USG institutions and formalized transfer-out agreements (i.e., GaTech engineering program)	Unit Heads/Partnership Coordinators
Articulated Degree Completion Programs	Fall 2013	15-20		2	↑		VPAA
Number of UWG students participating in educational partnership activities	Annually						chairs, directors, deans

IPEDS Data Point?	Annual Analysis Period	2020 Goal	Goal	Actual	Directional Change from Prior Analysis Period	Definition	Source
Number of co-curricular events open to public	Annually						SAEM, UCM
Number of attendees or participants at co-curricular events	Annually					number of attendees would be categorized - students, faculty/staff, community members. For events with tickets, the ticketing system would be the source of the data. For other events, card swipes could be used. Other methods may be used as well (sign-in sheets, etc.). Taskstream used here?	SAEM, UCM
Total Employee and Student Volunteer Hours	2014-2015	75,000 total hours				SAEM has new software that will be able to track this metric	Annual Report
SI 3: Goal C: Expand Community Awareness, Visibility, and Support of University Activities and Mutually Beneficial Partnerships (n=4)							
Marketing, Community Awareness, and Penetration	ongoing tracking					Comprehensive survey results concerning partnerships and community, alumni and market perceptions. Content analysis of number of news articles/news stories with quality indicator (positive or negative)	Advancement
Fair Market Value of Endowment	FY 2013			\$21,976,974			Advancement
Total Annual Contributions to Foundation							Advancement
Annual Alumni Giving Percentage							Advancement
SI 4: Goal A: Create a Workplace of Choice Distinguished by Talented, Engaged, and Diverse Employees (n=5)							
Staff Salary Equity	2014-2015					Monitor progress toward achieving goal.	VPBF
Staff Engagement in Professional Development	2013-2014				N/A	Staff successfully completing training, utilizing TAP, attending conferences, degree acquisition.	Annual Report
Staff Engagement Levels						Increase engagement of staff, Engage West Survey	VPBF
Turnover rate of staff						Disaggregated by staff types and by unit. IPEDS variable "FTE Staff by occupational category, 2012-2013 (New HR categories based on SOC 2010)"	VPBF
Rate of FTE students to FTE staff	2013-2014						IEA
SI 4: Goal B: Create a Built Environment That is Sustainable and Relevant (n=7)							
Facility Condition Index	2013-2014					Industry standard index that provides an assessment of the condition of every building on UWG campus.	VPBF
% of classrooms with wi-fi	2013-2014			20%		Measured by ITS annually	ITS
Space Utilization	2013-2014	5-7		0.48		Standardized metrics. Will use both the USC model and the FCM model. (http://nces.ed.gov/pubs2006/fcm/)	VPBF
Energy Density per FTE	2013-2014					Includes BTUs and water per FTE	VPBF
Waste Diversion	2013-2014					% of solid waste diverted to recycling	VPBF
UWG Carbon Footprint	2014-2015					Measurement of university's carbon footprint. Assessed annually	Sustainability Committee
Staffing vs. Service Levels	2013-2014					APPA measure. Standard metric indicating appropriate levels of staffing.	VPBF
SI 4: Goal C: Foster a Culture of Strategic Planning and Institutional Effectiveness (n=2)							
Assess the Assessment Process in order to cultivate and sustain a culture of assessment and continuous improvement	2014-2015	100% meets expectations or higher	80% meets expectations or higher	N/A	N/A	Assess all assessment plans and assessment results via standardized institutional effectiveness rubrics	IEA
Percentage of KPIs met	annually					Track institutional progress annually by way of percentage of on KPI goals met.	IEA
SI 4: Goal D: Ensure that Future Generation of Students will Have Access To the Best That UWG Has To Offer (n=2)							
Princeton Review's Green Colleges/AASHE Star Program	2014-2015	Establish baseline	One star above current ranking	N/A	N/A	Track institutional progress toward increasing score in Princeton Review and then transfer over to UWG Stars ranking by the Association for the Advancement of Sustainability in Higher Education (AASHE).	Sustainability Committee and B&F
Percentage of money swept from budgeted units at end of FY	2013-2014	As close to zero as possible				The closer this amount is to zero, the more effective planning and budgeting will be.	VPBF

Staff Advisory Council

September 10, 2014

Institutional Effectiveness & Assessment

Dr. Cathi Jenks, Associate Vice President

Barriers Team

Dr. Denise Overfield, Chair

How were staff assigned a rep?

- In May 2014, a list of all active benefitted staff was pulled in Human Resources.
- The SAC Chair divided the staff up and assigned representatives by division and department.
- Representative home departments as well as departments they work closely with or are located near were considered in this process.
- Per the bylaws, representatives should have 1 – 30 staff to represent (some have a few more to avoid splitting a department).

How do I represent staff?

- Reach out to the staff you represent – via email, phone, departmental meetings, etc.
 - Make sure they are aware you are their representative and are open to receive their questions, comments and concerns.
 - Refer them to the SAC website for meeting notes, announcements and a place to submit anonymous feedback.
- Bring the voice/concerns of the staff with you to each SAC meeting.

SAC Committees

Benefits

Bylaws

Elections (won't be needed until spring 2016)

Public Relations

Staff Development

Ad Hoc (as needed)

Questions? Concerns? Rumors?

**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. Southwire

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 1 st
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Labor Day		September 2 nd
Thanksgiving Holiday		November 28 th
Thanksgiving Holiday		November 29 th
Winter Holiday Break	Wednesday	December 18 th *
Winter Holiday Break	Thursday	December 19 th *
Winter Holiday Break	Friday	December 20 th *
Winter Holiday Break	Monday	December 23 rd
Winter Holiday Break	Christmas Eve	December 24 th
Winter Holiday Break	Christmas Day	December 25 th
Winter Holiday Break	Thursday	December 26 th
Winter Holiday Break	Friday	December 27 th
Winter Holiday Break	Monday	December 30 th
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<i>Beginning CY 2014</i>	<i>Wednesday</i>	<i>January 1, 2014</i>

*** Denotes a vacation day or unpaid holiday**

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TO: All Faculty and Staff

FROM: Stephanie Rooks, Director of Human Resources

SUBJECT: HOLIDAY SCHEDULE- CALENDAR YEAR 2013

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University of West Georgia
Staff Council Meeting
October 20, 2005
UCC - Room 210

PRESENT : Nan Ballenger - Career Services, Tina Bennett - President's office, Susan Fishman-Armstrong - Anthropology, Jo Hite - Nursing, Matt Jordan - Risk Management, Erma Shooks - Inst. Research and Planning, Trish Wells - Graduate School

Guest: Robert Jennings - Townsend Center

I. Rudolph to the Rescue will be held December 2, 2005, Brunch 11:00 - 1:00. Robert Jennings spoke about how holiday show and toy drive will be handled this year. Suggestions for the drive were: place boxes in different departments the week of November 7th for gifts to be placed in. Every one should take a building and remind everyone of the event. Also Matt Jordan suggested in the future that some buttons or name type stickers be made and given out that say "I gave to the toy drive" when someone donates to remind others to donate.

Staff council will meet at Townsend a couple of days before event to decorate the Black Box.

II. Leave Pool -

A. Susan Fishman-Armstrong attended the Faculty Women's Caucus and would like to ask a member from this committee to speak at our next Staff Council meeting.

B. Erma is going to contact Stephanie Rooks to see how we can implement change to the sick leave policy. Staff Council would like to see if we can implement Donated Leave Program that University of Georgia has at this time.

III. Erma gave an update on the Statewide Conference held on October 13-14, 2005.

A. Georgia Defined Contribution Plan – University of Georgia continues work that Margot Peters started in reference to this plan to understand and make everyone aware of the benefits and pitfalls of this plan.

B. House Bill 127 (http://www.legis.state.ga.us/legis/2005_06/pdf/hb127.pdf)

This bill is to raise the percentage rate for TRSA for service retirement. Matt Jordan said we should look at this bill very closely and determine whether it is retroactive or for new employees only, and make sure that it is something that we would want to have enacted.

IV. Old Business:

Susan Fishman-Armstrong will post the staff council website.

Bryan will send out surveys to all staff.

V. The meeting was adjourned at 11:00 am .

Staff Advisory Council Agenda
Tuesday, May 30, 2006
2:00 P.M.
UCC Room 210

1. Staff Appreciation and UWG's New Schedule
2. University System of Georgia Staff Council Meeting
3. Other Business
4. Adjournment

Staff Advisory Council Meeting
Tuesday, May 30, 2006
2:00 PM
Room 210 UCC

Present: Jo Hite- Nursing, Buddy Lamber- Public Safety, Nan Ballenger-Student Employment, Walter Todd-Intramurals, Diane Langley-Intramurals, Delores Moore-Registrar, Tina Bennett-President's Office, Melissa Shaw-Student Activities, Susan Fishman-Armstrong-Waring Lab, Erma Shooks-Institutional Research and Planning

- I. The Council discussed changing the date for Staff Appreciation from August 4th to August 3rd because of UWG's new summer work schedule. Many think that folks view being paid to attend the luncheon the real honor versus having to go when they are off the clock. Erma will check with Dr. Leavitt to see if changing the date would cause a problem and report his reply to the Council.
- II. Erma asked for volunteers to accompany her to the University System's Staff Council meeting to be held on June 23 in Macon, Georgia. Delores Moore and Diane Langley agreed to go. Jo Hite and Nan Ballenger will check with their supervisors and let Erma know by the end of this week.
- III. Buddy Lambert from Public Safety was in attendance to answer questions regarding parking. Diane Langley and Dr. Todd had questions regarding parking near their building. Buddy informed us that if the parking lot at the Townsend Center isn't used by faculty and staff, they will designate it for students. Also, that he believes that parking behind and in front of Row Hall will change to parking for faculty and staff. Erma asked, how does one area afford private parking when everyone pays the same amount parking? Buddy said that he would

have to get back with us on that question. Our parking permits are good through August 15. Plans are to tear down the first phase of Brookwood apartments for parking in the fall. He also said that the new Wellness building will take at least 100 parking spaces when it is built.

- IV. Erma asked for volunteers to serve on the Staff Appreciation Nomination Committee. The committees (one for each division) will be charged with choosing the Employee of the Year for exempt and non-exempt categories. Susan Fishman-Armstrong, Melissa Shaw, Diane Langley, and Delores Moore volunteer that help. Erma will check with Charlotte to get the instructions for the committees.
- V. Jo and Nan will work on the calls to different businesses in the area to get door prizes for the Staff Appreciation event. Melissa and Susan volunteered their help as well. Erma informed the Council that Dr. Leavitt said that he has asked each Vice President for \$50 to assist the Council in purchasing a grand prize. Erma informed the Council that Victoria Gunther in the Vice President's office for University Advancement had suggested that instead of giving out the framed certificates, we should order employee recognition pins or ribbons. She told the group that she would email the information to them to decide at the next meeting.
- VI. Dr. Todd updated everyone on the membership fee to use the new HPE building. The fee is \$100 per semester and explained that it would still be less than joining Gold's Gym. He is still working on getting staff approved to take 30 minutes out of their day to get a workout.
- VII. Other business - Erma plans to fax today's list of attendees to Susan to add the new names to the listserv.
- VIII. The meeting was adjourned at 3:45 p.m.

STAFF ADVISORY COUNCIL MINUTES

UCC Center, Room 210

September 19, 2006 - 10:00 am

In attendance: Erma Shooks-IRP, Diane Langley-Intramurals, Linc Walburn, Campus Center, Tara Pearson-IRP, Mike Pearson-A & S, Ben Aye-Addo-A&S, Jo Hite-Nursing, Donna Hollis-COE, Becky Hart-COE, Justin Sellers-COE, Delores Moore-Registrar's Ofc., Elmira Eidson-History, Jill Stallings-Chemistry, Alexandra Young-Computer Science, Kimily Willingham-English, Ely Elefante-COE, Donna Martin-Pub/Printing, Lucille Whiten-Campus Cntr., Melissa Shaw-Student Activities, Stephanie Bierlein-Student Activities, Robert Jennings-TCPA, Nan Ballenger-Career Svcs, Stephanie Rooks-HR, Susan Fishman-Armstrong-Anthropology, Tina Bennett-President's Ofc., Alice Wesley-Graduate School, Vicki Rogers-A&S.

I. Meeting called to order by Erma Shooks, Chair of Staff Council at 10:00 am .

II. Guest: Stephanie Rooks, Director Human Resources

Update on FLSA, Kronos, and eApps

FLSA update: The appeals process for administrative staff was completed when staff met with Mr. Thompson (FLSA attorney)

Letters were sent out to administrative staff last week with final decisions for exempt/non-exempt changes by Human Resources. If there are still questions you can contact Stephanie Rooks in HR.

Dr. Lloyd has submitted his recommendations concerning IT staff. Mr. Thompson will make his decision based on those recommendations.

No decisions have been made on when the exempt/non-exempt changes will be made.

Kronos: It is a paperless automated system that keeps up with time worked, sick leave, and vacation time. You will log into a computer much like you would use a time clock when you start work and end work. UWG is a pilot for the Kronos system.

Compensatory time: At this time there is no department that should be using comp time. The issue of comp time is being revisited and discussed for possible use.

e-APPS - this is a self service way for you to log in on a computer to see your personal information online such as benefits, address information, etc. You would still have to contact Human Resources to make changes to some information. You will be able to access this new program in mid-October.

III. Guest: Linc Walburn, Director of Student Activities - Campus Center Fees

Update on fees for the Campus Center.

Campus Center Fees: Fees for the new Campus Center were approved by PAC.

The fees for faculty and staff are the same as student fees and are as follows:

\$100.00 for September through December

\$100.00 for January through April

\$ 75.00 for May through July

August is a preview month and is free.

Those interested but do not have the lump-sum amount can use can payroll deductions.

You can purchase a visitor pass for \$5.00 but you must be with a member to attend.

Hours of operation:

Monday - Thursday 7:00 am - 12:00 am

Friday 7:00 am - 8:00 pm

Saturday 10:00 am - 8:00 pm

Sunday 11:00 am - 12:00 am

IV. Annual Toy Drive - Robert Jennings, Director of the Townsend Center

This is an annual toy drive to get needed items and toys for over 200 children in the DFACS system of Carroll County. Cash donations are also accepted. Erma will contact DFACS to get a needs list. Robert Jennings will send out postcards to department secretaries to give to faculty and staff to get donations for drive. We also need to put out boxes for donations in each department.

V. University System of Georgia Staff Council Conference - Erma Shooks

This is the annual staff council conference. It will be held November 2-3, 2006.

Early registration is October 1. Please let Erma know if you would like to attend.

Meeting adjourned at 11:20 am.

Respectfully submitted by: Jo Hite, Department of Nursing

Staff Council Meeting
MINUTES
UCC, Room 210
March 27, 2007 – 3 p.m.

- I. Call to Order at 3:05 p.m.
- II. Follow-up on New Questions – Dr. Hynes, Acting President
Dr. Hynes called for new questions. A question was raised concerning his email about Summer Semester as to why hours were not included, to which he replied that they are forthcoming.
A second question was asked about taking into consideration offices that are required to operate all day on Friday with regard to summer hours. Dr. Hynes replied that this was similar to a question asked in the last Staff Council Meeting to which he stated that some offices will be required to remain open because of scheduled events.
A suggestion was made that staff may anonymously post questions or problems to the Staff Council web site where they will be considered to bring these issues to Administration.
- III. Strategic Planning Process
- IV. Follow-up to Staff Council's Bylaws
A suggestion was made for representatives to review Staff Council by-laws language to determine if changes are necessary.
Dr. Hynes stated that there will be tight timelines with the budget process. In early May, the Board of Regents sets tuition after the legislative session ends. The Governor has a 3 percent pay increase for state workers in his budget.
- V. Old Business
Erma reported that USG Staff Council is recommending raises be applied on July 1 instead of deferring them to January 1. Dr. Hynes indicated that administrators would like to see this happen, but are limited by our state legislature.
Dr. Hynes stated that Staff Council needs to adhere to the by-laws we have or change them. In addition, he stated that we need to look at two things: membership eligibility and term of office.
Erma reported her concern that more staff do not participate in Staff Council except when we have major issues to discuss. Dr. Crafton stated that his committee has discussed this issue. Dr. Hynes stated that he and Dr. Crafton are willing to attend any and all meetings as long as they do not wear out their welcome. Dr. Hynes suggested that we ask ourselves, what should be the outcome of Staff Council. He stated that the real challenge is how Staff Council can best represent the staff.
- VI. New Business
With that said, Erma called for volunteers to work on an election committee and read the by-law for same. She mentioned a By-laws

Committee, and then stated that we have by-laws that are in place for these and patterned after UGA and USG Staff Council By-laws.

A suggestion was made to include bookmarks or other information about Staff Council with New Employee packets.

Matt Jordan, Diane Langley, and Alice Wesley volunteered for the election committee.

Dr. Hynes stated that Staff Council is to advise PAC on staff issues. In addition, he said that we should take a month or two to see what options are available.

A discussion on how Staff Council can inform staff of council meetings and the need for their participation. Dr. Hynes indicated that it might not be best for everything to come from him.

A suggestion was made for department heads to be encouraged to allow staff to participate in Staff Council.

Dr. Hynes stated that the Campus Culture Survey indicated that staff feels that information is not getting to everyone.

Dr. Crafton indicated he would be happy to invite the Deans to our meetings.

A suggestion was made to send letters to all staff and include a bookmark with Staff Council information, keeping in mind that many do not have email.

Matt Jordan stated that we first need to define what Staff Council does. An idea was posed for council to place a box in each department for staff to make suggestions, etc.

Dr. Crafton thinks his committee is simply another avenue to benefit the University. He also indicated that the Faculty Senate is looking at having a University Senate which would include staff representative(s).

Erma reported that USG Staff Council is addressing the matter of pay increases being deferred from July 1, to January 1 of the new fiscal year. Dr. Hynes indicated that administrators would like to see this happen, but are limited by our state legislature.

Stephanie Rooks said that since 1999 when she became employed at UWG, Staff Council has been referred to as the "campus grapevine."

Erma stated that Staff Council should meet next week on Wednesday to review the by-laws and open the meeting to all staff. She reported that the USG Staff Council has a representative attending Board of Regents monthly meetings. She also reported the Chancellor's office is appointing a liaison.

Stephanie Rooks reported that the Board of Regents is making recommendations for a Leave Pool, which probably means UWG's leave pool as we know it will go away.

Erma stated that nominations for Employee of the Year are being mailed out to all employees.

VII. Adjournment

The meeting was adjourned at 4:05 p.m.