

VPFASRG Meeting
Minutes
November 18, 2015
Miller Learning Center Room 267
2:00PM

Meeting was called to order by Debi Chandler

Members in attendance: Ed Berry, Julie Burt, Teresa Cash, Debi Chandler, Amy Harper, Savannah Hembree, Roswell Lawrence, David Ragland, Gina Roberts, Charlton Scott, Andrea Thompson, Willie Thornton, Evelyn Wilhite

Members not in attendance: Amanda Brogdon, Brent Canup, Decatur Dunagan, Gerald Fitch, Mile Hale, Stuart Hammond, Clarke Kesler, Ashley Maxwell, Susan Mccullough, Noah Ray, Tonya Seay, Deborah Smart, Mary Stephens, Andrew Watts

Roll Call, quorum was present

Debi welcomed and introduced our Guest Speakers: Matt Peterson, UGA Golf Course, Brett Jackson, Auxiliary Services, and Jennifer Collins, Accounts Payable

- Matt Peterson, PGA Head Professional, Golf Course Manager

Matt discussed the core values for Finance & Administration along with the tagline “You + Me – We elevate the G”. He discussed ways the golf course implemented this system. Matt suggested that everyone visit the UGA Public Service & Outreach website, www.outreach.uga.edu.

- Brett Jackson, Assistant Director of Auxiliary Services

Brett further expanded on serving the mission of UGA including a brief discussion on the strengths finder course. She reminded the group that not all F&A members have taken the strength finders course, but will in the future.

- Jennifer Collins, Manager of Accounts Payable

Jennifer spoke of ways that Business Services implemented Serve the G. Examples were displaying the tagline throughout their department in prominent places. Her department has also started to take field trips to various departments on campus not only to see how each department functions, but also how Business Services makes a difference every day within that department.

Note: Marketing/promotion files for “Serving the Mission of UGA” can be found at Bulldog Print + Design.

Minutes from August and September were approved

Committee Reports:

Bylaws – by-laws have been revised, approved by the SRG and the committee disbanded

Human Resources – no report

Health and Safety – Echoed information on Operation Safe Drive

Communications – no report – needs a new chair

Chair's report:

- Debi informed the VPFASRG of former Chair Mark Robinson stepping down. She also reminded everyone of the vacant co-Chair position that Mandy Brogdon vacated.
- The edits to the Bylaws were discussed and approved including a section on filling vacant elected officer positions.
 - This allows for Debi to step up to the Chair role from the Coordinator
 - Willie Thornton moved from the Parliamentarian to the Co-Chair
 - Savannah Hembree moved from an at-large Executive Committee member to the Coordinator
 - Roswell Lawrence opted to stay as an at-large Executive Committee member
- Nominations for the Parliamentarian and three at-large Executive Committee member positions will be received during the January 2016 VPFASRG meeting. Elections will follow in February 2016.
- Review of the new Education Support Leave policy, <http://www.policies.uga.edu/FA/nodes/view/1311>.
 - For additional information contact your department's HR representative or
 - Visit http://www.usg.edu/hr/manual/education_support_leave
- A reminder was issued to complete the "Count Me In" survey by Friday, November 20, 2015.
- Operation Safe Drive event via Parking Services on Thursday, November 19.

Old Business:

- The Executive Committee has invited the UGA Architect's Office to speak
 - We hope to have an overview of the Joe Frank Harris/GMOA bus stops
 - Update on UGA Master Plan
- Id badges – If an id badge is required by your department for day to day activities, the department will cover the cost of replacing a defective badge. Replacement for a lost badge is up the individual. – This issue has now been tabled.

New Business:

- Nominations are needed to the three at-large Executive Committee members and a Parliamentarian
- Bylaws were approved by a quorum. The revised copy will be posted the VPFASRG website, <http://www.busfin.uga.edu/srg/>.

Comments from the floor:

- Teresa Cash talked about safety on the UGA campus at night. What options are there?
 - Ed Berry mentioned that the UGA PD will assist on occasion if called.
 - Charlton Scott mentioned the following.
 - Improved lighting in the parking decks.
 - "Gotcha Rides" & App - <https://auxiliary.uga.edu/programs/gotcha-rides>.
- Evelyn Whilhite brought up the safety near the Lamar Dodd School of Art both at night and with the pedestrians crossing the street.
 - Several members spoke up in reference to this matter.

- Debi Chandler reminded everyone of the Cooks Holiday to be held at Bolton Dining Commons this year. Tickets are available
https://estore.uga.edu/C21653_ustores/web/store_main.jsp?STOREID=10.

Next SVPFASRG Meeting 2:00pm, January 21, Miller Learning Center Room 348

Meeting adjourned at 3:15pm



Recommended Items to Include in a Basic Ready Kit:

- Water** At least 3 gallons per person, for drinking and hygiene
- Food** At least a 3-day supply of non-perishable food
- Can opener** For food, if kit contains canned food
- Radio** Battery-powered or hand crank NOAA Weather Radio with tone alert and extra batteries
- Flashlight and extra batteries**
- First aid kit**
- Whistle** To signal for help
- Face mask** To help filter contaminated air and plastic sheeting and duct tape to shelter in place
- Moist towelettes, garbage bags and plastic ties** For personal hygiene
- Wrench or pliers** To turn off utilities
- Local maps**

Additional Items to Consider Adding to a Ready Kit:

- Prescription medications and glasses**
- Infant formula and diapers**
- Pet food and extra water** For your pet
- Important family documents** Such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change**
- Emergency reference material** Such as a first aid book or information from Ready.gov
- Sleeping bag or warm blanket** For each person. Consider adding bedding if you live in a cold-weather climate
- Complete change of clothing** Include a long sleeved shirt, long pants and sturdy shoes. Consider adding clothing if you live in a cold-weather climate
- Household chlorine bleach and medicine dropper**
- Fire extinguisher**
- Matches** In a waterproof container
- Feminine supplies and personal hygiene items**
- Mess kits, paper cups, plates, plastic utensils, paper towels**
- Paper and pencil**
- Books, games, puzzles or other activities for children**



Prepare. Plan. Stay Informed.



Family Emergency Plan



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Neighborhood Meeting Place: _____	Phone: _____
Out-of-Neighborhood Meeting Place: _____	Phone: _____
Out-of-Town Meeting Place: _____	Phone: _____

Fill out the following information for each family member and keep it up to date.

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
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Name: _____	Social Security Number: _____
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Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One	School Location One
Address: _____	Address: _____
Phone: _____	Phone: _____
Evacuation Location: _____	Evacuation Location: _____
Work Location Two	School Location Two
Address: _____	Address: _____
Phone: _____	Phone: _____
Evacuation Location: _____	Evacuation Location: _____
Work Location Three	School Location Three
Address: _____	Address: _____
Phone: _____	Phone: _____
Evacuation Location: _____	Evacuation Location: _____
Other place you frequent	Other place you frequent
Address: _____	Address: _____
Phone: _____	Phone: _____
Evacuation Location: _____	Evacuation Location: _____

Name	Telephone Number	Policy Number

Dial 911 for Emergencies



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Family Emergency Plan



Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION

Family Emergency Plan 


EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____


OTHER IMPORTANT INFORMATION: _____

DIAL 911 FOR EMERGENCIES

Ready. 

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DIAL 911 FOR EMERGENCIES

Ready. 