The meeting was called to order at 2:31 pm by Staff Council President, Michael Lewis.

Roll Call

*Members in attendance:* Christine Ahern, Ian Armit, Jason Bedgood, JoHanna Biang, Tyson Browning, Teresa Cash, Debi Chandler, Kelly Cona, Melanie Crawford, Anjali Dougherty via sub Lane Johnson, Tamala Foreman, Jami Gilstrap, Elmer Gray, Michele Griffin, Matt Hammons, Savannah Hembree, Stefani Hilley, Pattie Holly via sub Ken Schroeder, Stuart Ivy, Melissa Jackson, Kevin James, Kristin Lawrence, Michael Lewis, Emma Mattox, Jackie Mitchell, Marie Mize, Mary Moore, Laura Rhicard, Jacob Schindler, Alec Shepherd via sub Lucy Crow, Kyla Sterling, Joy Strickland, Carly Surratt, Beth Woods via sub Dan Lauricella, Scott Woodward via sub Michael Kanning

*Members absent:* Kaelin Broaddus, Danielle Free, Macie Fouche, Andrew Hanneman, Laura Kelley, Heather Macon, Carolyn McNearney, Brittney Minor, Kassie Suggs, Elizabeth Weed, Evelyn Wilhite.

A quorum was present.

Minutes

The May 2018 minutes were approved unanimously.

Guest Speakers

Michael introduced Stacy Boyles from EITS to discuss the Mainframe Decommissioning Project. Stacy explained the mainframe will be decommissioned June 30, 2020. They are coordinating and working closely with OneSource on this project. Updates on spring efforts – 2018 user verifications concluded in March, the departmental systems surveys were distributed in April, system changes to webpage and table were updated in May. Master list includes 4 Rs Replace, Retrofit, Retire or Retain current systems. Email mainframedecom@uga.edu. For the updated Master list, see URL [https://eits.uga.edu/access_and_security/mainframe_decom/](https://eits.uga.edu/access_and_security/mainframe_decom/)
Michael introduced Dyanna Agee from OneSource to discuss Finance and HCM go-live topics. Dyanna explained the OneSource project is a multi-year project. OneSource has implemented the first phase of the project (UGA Budget Management System). The new UGA Financial Management System will go live July 1st with actual implementation date of July 2nd. OneUSG Connect means all UGA employees will be impacted. HR = HCM. OneSource Service Desk is available for OneSource issues 706-542-0202. Prepare for the changes by visiting the website onesource.uga.edu. Email onesource@uga.edu. What changes will I see? Travel Expense reports will be online. You will have the ability to certify expenses are correct using “My Wallet” via your mobile device. Self-submission of leave requests. There will be weekly Go-Live conference calls every Thursday in June and July at 1:30pm starting June 7th. We have enough space for 10,000 people. Sign up for the weekly conference calls at onesource.uga.edu. Christine Ahern asked how to get to the OneSource training page. Go to onesource.uga.edu and click on Resources.

Michael introduced Blake Dye from the Office of the Registrar to discuss the Tuition Assistance Program (TAP) enhancements. Effective January 1, 2018, the Board approved applicable face-to-face and online tuition rates to be waived in full for all undergraduate, graduate programs and classes eligible under the Tuition Assistance Program. This is for all full time faculty, staff and administrators. Christine Ahern asked if all USG institutions are included. Yes. Alumni can go to the Career Center. TAP is not under the continuous enrollment criteria. Kyla Sterling had a question about the communication of the TAP change. Blake has it on his agenda. Staff Council representatives should share the minutes with their units. Marie Mize wanted to let everyone know Staff Council has been working on the TAP 100% coverage for four years. Christine Ahern asked if the current students will be notified. Communication will be on the website. Kevin James wanted to know if the same admissions criteria apply. Yes. Also, Kevin asked about a grade less than C. You would be put on “TAP probation” for one semester. Laura Rhicard asked about part time employees. At this time, no plan for part time employee TAP. Blake is the TAP Coordinator. Send questions to TAP@uga.edu. More information on the Tuition Assistance Program (TAP) provided on the last pages of this document.

Staff Council Committee Reports

Benefits and Classification - Please see 2 page report at the end of this document.

Communications - No report.

Health & Safety – Please see 5 page report at the end of this document.

Needs & Concerns – No report

Ad Hoc Policy – No report. Please see notes from President’s Report.

University Council Committee Reports

Facilities – No report.

Human Resources – No report.

Libraries – Please see 4 page report at the end of this document.
**Strategic Planning** – No report

**Student Life** - Christine Ahern reported the committee met the beginning 2017 – 2018 term. Nothing additional to report.

**Parking Appeals** – Joy Strickland reported they discussed consideration for how often parking ticket offenses were. UGA’s parking tickets are $40-$200 which is higher than peer institutions. There is a problem with faculty telling students they can park in certain parking lots. Communication needs to go out to have faculty call Parking Services when this situation arises. Christine Ahern asked how to confirm your parking appeal is approved. Go to the Parking Services website, login and check to make sure your balance is zero.

**President’s Report**

Michael Lewis shared some information about the Ad Hoc Policy Committee. Michael met with Vice Provost Russ Mumper to discuss UGA Policies. A study by Allan Aycock and Maggie Parker is underway, with a report due to President Morehead on July 1. They have identified over 1500 separate policies.

Possible Outcomes:

- If similar to others, maintain status quo
- Create a central repository curated by existing policy owners
- Create a new Office of Policy to oversee creation and curation

**Old Business**

Stuart Ivy spoke about the Ad Hoc Parking Rates Committee. He discussed creating a special committee to look at peer institution’s rates and policies. After gathering the data, combine and compare to UGA’s rates and policies. If there is a big difference, take to Administration. As Parliamentarian, Christine Ahern agreed with the research portion but not appropriate for the special committee to take this to Administration. Marie Mize thinks this should be for the Needs and Concerns Committee. Marie Mize suggested Joseph Carter speak about parking rates. Joseph Carter introduced himself as a Supervisor for UGA Libraries and a member of the Communication Workers of America. He has agreed to speak on their behalf. They have been doing research on parking rates. They are concerned about parking fees, workplace capabilities and wages as well as UGA fair and reliable access for disabled employees. Disabled employees pay the highest parking rates because they need the closest access to their building. Why is UGA charging disabled employees for parking at all? UGA wages medium pay is $32k. Over 3300 employees are making less than the medium wage. We would like to see UGA adopt a parking rate sliding scale similar to the one Clemson is using. Michael Lewis said he tried to get someone from Parking Services to come to the June meeting. Todd Berven will be here next month to speak about parking rates. Stewart Ivy granted a motion to extend the parking rates discussion to next month. Staff Council agreed to the extension.
New Business

INTRODUCTION OF NEW REPRESENTATIVES

APPRECIATION FOR THOSE LEAVING STAFF COUNCIL

JUNE ELECTIONS

Elections for the three Executive Committee At-Large Members. Christine Ahern, Elmer Gray and Melanie Crawford were elected as the new Executive Committee At-Large Members. Debi Chandler is the new Parliamentarian.

JULY ELECTIONS

Elections for two University Council seats. One for Libraries and the other is for Human Resources. Recording Secretary will need to be elected in July as well.

Thanks to Michael Lewis for his terms as Staff Council President!

Adjournment

The meeting was adjourned at 4:10 pm.

The next Staff Council Executive Committee meeting is Tuesday June 26, 2018 at 3:30 pm in room TBA of the Georgia Center.

The next Staff Council meeting is 2:30 pm Wednesday, July 11, 2018 in Benson Hall room C115.
Staff Council Committee Report
June, 6 2018
Benefits and Classifications Committee

Members – (Chair) Kyla Sterling, Chris Allinger, Ian Armit, JoHannah Biang, Melanie Crawford, Andrew Hanneman, Carolyn McNearney, Carly Surratt, Beth Woods

The Committee met on October 19th at 8:00am in the Casey Commons at the Terry College of Business to discuss determine priorities for the coming year. The most pressing issue was BOR’s new salary increase cap. There was also interest in getting updates from the staff salary steering committee, and interest in advocating for increased TAP benefits.

BOR Salary Cap: Provost Whitten was asked about the salary cap at the December 2017 meeting. She shared that UGA’s administration heard about the policy at the same time as the rest of the University and was frustrated by it and that it will create cumbersome paperwork. She assured the Council that the administration would be very willing to put the paperwork through when a raise above 10% is warranted. The full policy is below:

8.2.24 Policy on Salary Administration and Incentive Rewards Program

Each USG institution shall establish a compensation plan consistent with the guidelines issued in the Human Resources Administrative Practices Manual. Institutional compensation plans must be approved by the president or designee and developed in consultation with the institution’s chief human resources officer and chief business officer. Institutions may establish incentive compensation programs consistent with state law, Board Policy, and applicable procedures, however, institutional incentive compensation programs must be reviewed and approved by the USG Offices of Fiscal Affairs and Human Resources.

Institutions may adjust employee compensation as a result of multiple factors to include merit adjustments, promotions, position reclassification, counter-offers, in-range adjustments, etc. Adjustments to employee compensation is an institutional decision and should be consistent with the approved institutional compensation plan. However, cumulative fiscal year adjustments greater than or equal to ten percent above the percentage increase authorized in the Board’s annual salary and wage administration policy must be approved in advance by the Chancellor.

USG employees shall be paid exclusively by the USG institution(s) from state appropriations and/or other appropriate fund sources held by the institution for work performed on behalf of their USG position.

Staff Salary Administration Plan: Staff Council President updated the council regarding the Staff Salary Administration Committee, throughout Fall of 2017 as UGA engaged Korn Ferry Hay Group (KFHG) to conduct a review of the current staff salary administration plan. Several focus groups throughout the University were invited to meet with the consultants include several members of Staff Council. Staff Council Members consultants on February 2nd to discuss concerns about the salary
administration guidelines. Results from the research conducted by the KFHG have not been shared with Staff Council at this time.

**TAP:** Marie Mize, Staff Council Vice President, announced in the October Staff Council meeting that USG Staff Council presented two proposals to revise the TAP policy, including:

- Allowing employees to receive a waiver of the full Board approved tuition regardless of the mode of delivery (i.e., face-to-face, online, or a hybrid) for all TAP eligible programs.
- Expands TAP eligible programs to include all graduate programs with the exception of executive total cost programs, dental, medical, pharmacy, veterinary and law

During the March Staff Council Meeting, Marie Mize informed the group that she learned at the USG Staff Council meeting that the proposed changes had passed in November and that UGA implemented those changes in January 2018.

**

The Committee also met on March 23rd at 8:00am in the Casey Commons at the Terry College of Business to discuss the negotiations between Piedmont and BlueCross BlueShield. The committee was informed that the University Council HR committee was actively involved in drafting a statement on behalf of the University Council requesting a swift resolution that was consistent with the best interest of University employees. Additionally, President Morehead and Governor Deal released statements on behalf of the faculty and staff. The two companies reached an agreement in late April and UGA staff were able to receive in-network coverage for Piedmont physicians.

The Committee also discussed the recent changes to the TAP policy and the need for these changes to be advertised to staff in a similar fashion to the press released that Georgia Tech released. Kyla Sterling contacted Blake Dye, TAP coordinator, about communicating these changes and he agreed that it was a good idea and that aspects of the TAP webpage were slightly confusing. The webpage was updated to clarify the new policy and the Staff Council Exec Committee arranged to have Blake Dye speak at the June meeting.
2017-2018 Health and Safety Committee Final Report

The 2017-2018 Health and Safety Committee identified three areas of concerns that we hoped to address during our time together. Those objectives and subsequent notes are listed below.

- Disability on Campus and the accommodations that may need to be made or adjusted (COMPLETED)
  - Spend a brief time walking from place to place on campus and imagine yourself in a wheel driven walking aid and try to make it happen. It’s tough. What else can/needs to be done?
  - Is a full campus review a need and if so, who would do that?
  
  FINDINGS: See last page of this document. Also, a report was giving to council during the January meeting.

- There are certain times when campus becomes chaotic during a typical work week on campus, how can we address this (NOT COMPLETED)
  - How could we clearly communicate schedules of classes and departments in a way that shows when (and maybe even where) jams are more likely?
  - What would it take to get statistics from people on campus about class release times and work release times throughout the typical week?
    - Kassie suggested there is a system that would allow us to do some digging as far as class times go
  - Would there be a way to help create a more positive, working-together culture where there are areas that just cannot be adjusted?

- Education for incoming students about managing Athens traffic logistics (NOT COMPLETED)
  - There was talk of having a video produced for incoming students (especially from smaller areas) to educate them on how to manage Athens logistics including: traffic safety, right of way, expectations, bikes/bike lanes, one way roads, etc.
  - When and how would you communicate this message to new students?

We met in person 4 times either before or after staff council meetings.

Initial Health and Safety Committee Members
Raymon DEVIN Arnold darnold@uga.edu
Jason Bedgood Jason.Bedgood@fanning.uga.edu
Debi Chandler debimorr@uga.edu
Shauna Corsaro scorsaro@uga.edu
Danielle Free bda92087@uga.edu
Nichole Lunceford nlunceford@sports.uga.edu
Kassie LYNN Suggs ksuggs@uga.edu
Shonte Wallace shonte@uga.edu

Final Health and Safety Committee Members
Jami Gilstrap jgilstr@uga.edu
Jason Bedgood Jason.Bedgood@fanning.uga.edu
Debi Chandler debimorr@uga.edu
Danielle Free bda92087@uga.edu
Macie Fouche mfouche@sports.uga.edu
Kassie LYNN Suggs ksuggs@uga.edu
Jacquelyn Mitchell jackiem@uga.edu
Heather Macon Heather.Macon@uga.edu
FINDINGS

- Disability on Campus and the accommodations that may need to be made or adjusted (COMPLETED)

List of attendees for December 11th meeting at the J.W. Fanning Institute for Leadership Development:
Leigh Jagor- Senior Coordinator, Architectural Access & Disability Services
Nat Scheckler- EE/AA Specialist
Roswell Lawrence Jr- Assistant to VP for Finance and Admin
Gwynn Darden- Associate Vice President for Facilities and University Architects
Brett Ganas-Grounds Director
Ralph Johnson- Associate Vice President, FMD
Jason Lambert- Senior Director, Maintenance Projects, FMD
Jami Gilstrap (staff council)
Danielle Free (staff council)
Debi Chandler (staff council)
Michael Lewis (staff council)
Jason Bedgood (staff council)

REPORT

For general accessibility questions or concerns, questions or comments can always be directed to EOO. Their email is ugaeoo@uga.edu https://eoo.uga.edu/staff or if you have a specific person within their office you would like to connect with, their staff directory is listed here: . Nat, representing their office during our discussion was very open to hearing from all of campus and pointing folks in the best direction. For more direct and faster results, it may be best to go directly to an office that can best help. See below.

If an employee has a specific personal accessibility issues, they should first connect with their supervisor who should then reach out to UGA HR to discuss accommodations as needed. That conversation could lead to a conversation with other resources on campus including but not limited to transportation as well as parking services. Should an employee reach out to their supervisor and not find the answer’s they are seeking, they can connect with UGA HR themselves. There was no discussion on the expected response time employees should have when awaiting information from a supervisor communicating with HR. The email address for HR is: hrweb@uga.eduhttps://hr.uga.edu/contact/. That directory is listed here: .

If an employee finds a accessibility issue in or around campus (example: sidewalk damage creating barriers for mobility), they can reach out to facilities management through a work request (https://workrequest.fmd.uga.edu/https://ugeorgia.qualtrics.com/jfe/form/SV_bfwAPCpA9Uxua7H) or notification on their website (.). FMD is aware of various accessibility management issues (example: sidewalk issues) and works to consistently and routinely work through campus address issues. Should an issue arise they are not aware of, these communication channels are ways to bring that to their attention to make sure the neediest issues take priority. Yes, they adjust their priority as it relates to the greatest needs on campus.

Should an employee identify a larger scale, less immediate need, they can connect with FMD and UGA Architects at the same time by emailing FacilitiesInquiries@uga.edu.
Finally, should an employee identify any accessibility needs that could impact students, they should connect with the UGA Disability Recourse Center by emailing drc@uga.edu. UGA DRC can also provide direction for faculty and staff (and is happy to do so), but is specifically charged with making sure students have access to all UGA programming (classes, research, activities, etc.). UGA DRC does have a list of projects they identify and address as resources are available. We are expecting to receive that current list soon.

Overall, the message was that there is a "No Wrong Door Policy" when it comes to these and related issues. Supervisors should be made aware when issues arise, but these channels should be communicated with as applicable. It’s also important to note that while you may not see a change in something you want addressed on campus, the more times these offices hear of issues regarding specific issues, the more likely the problem is to be addressed, so report things you notice.
UGA Staff Council, Health and Safety Report Out

Question: When an issue arises, what do I do?
Answer: It depends:

**General accessibility question or concern**
These questions or comments can always be directed to UGA Equal Opportunities Office (EOO). Their email is eoo@uga.edu or if you have a specific person within their office you would like to connect with their staff directory is listed here: https://eoo.uga.edu/contact. While EOO can guide, for more direct and faster results, it may be best to go directly to an office that can best help.

**Specific personal accessibility issue**
First connect with your supervisor who may then reach out to UGA HR to discuss accommodations. Other departments may be involved including transportation as well as parking services. Should an employee reach out to their supervisor and not find the answer they are seeking, they can connect with UGA HR themselves. The email address for HR is human@uga.edu. Their directory is listed here: https://hr.uga.edu/contact.

**Accessibility issue on or around campus**
(Example: sidewalk damage creating barriers for mobility). Staff can reach out to facilities management through a work request (https://workrequest.fnd.uga.edu/) or notification on their website (https://www.ugaanalytics.com/ifc/services/10/ WorksPc/6054/1070). FMD is aware of various accessibility management issues (example: sidewalk issues) and works to consistently and routinely work through campus accessibility issues.

**Larger scale, less immediate need**
Connect with FMD and UGA Architects at the same time by emailing facilities@uga.edu. They more FMD and UGA Architects are alerted to a concern, the more attention it is likely to receive.

Finally, should an employee identify any accessibility needs that could impact students, they should connect with the UGA Disability Resource Center by emailing drc@uga.edu. UGA DRC can also provide direction for faculty and staff (and is happy to do so), but is specifically charged with making sure students have access to all UGA programming (classes, research, activities, etc.). UGA DRC does have a list of projects they identify and address as resources are available.

Overall, the message was that there is a "No Wrong Door Policy" when it comes to these and related issues. Supervisors should be made aware when issues arise, but these channels should be communicated with as applicable. It's also important to note that while you may not see a change in something you want addressed on campus, the more times these offices hear of issues regarding specific issues, the more likely the problem is to be addressed, or report things you notice. That reporting matters.
UGA Departments to Consider Connecting With

UGA Equal Opportunities Office
https://eoo.uga.edu/

UGA Human Resources
https://hr.uga.edu/

UGA Architects
https://www.architects.uga.edu/

UGA Facilities Management Division
https://www.fmd.uga.edu/

UGA Disability Resource Center
https://drc.uga.edu/

UGA Transportation
https://transit.uga.edu/

UGA Parking Services
http://www.parking.uga.edu/

Notice: This info has been provide as notes from a meeting with various UGA departments and is not necessarily official policy of UGA, only guidance for folks who might have questions. Hope this helps!

—UGA Staff Council Health and Safety Committee
University Council Committee on Libraries

April 18, 2018

Present: Andy Carswell, Amy Ross, Claire Edwards, Kristin Nielsen, Nan McMurry, Meredith Edwards, Alex Kaufman, Katie Diehl, Jean Williams-Woodward, Peggy Kreshel, Jennifer Graff, Jason Battles, Kat Stein, Sonja West, Melissa Tufts, Patrick Stephens, and Mollie Armour

University Librarian Report, Dr. Graham:

Budget:
- The Libraries received one-time funding from the University sufficient to cover e-journal database inflation costs for FY18.
- This year the Libraries spent somewhat less than last year on print books, but increased one-time spending on digitized journal backfiles and other user driven purchases (particularly ebooks) —perhaps this can be a discussion topic at a future UC Libs meeting.

Integrated Library System:
- Alma implementation is completed. The user interface portion (known as “Primo”) has also been implemented, but is still work in progress in terms of functionality.
- USG has signed a contract with OpenAthens for a new user authentication platform, which will eventually completely replace EZProxy. OpenAthens eventually will be implemented statewide for all GALILEO communities, including higher ed, K-12, and public libraries. Among other benefits, it is intended to enable more accurate measures of e-resource use. In addition to better statistics and analytics, it should simplify the user experience in general. The transition will move quickly in a 6-month time frame, starting with USG schools.
- Soon the Libraries will begin testing use of the CAS authentication for our interlibrary loan request system. This will eliminate the need for users to enter their ID barcodes to place ILL requests.

Facilities:
- Our facilities continue to be heavily used with more than 3million visitors annually.
- This summer, we (with Food Services and OUA) will renovate the Main Library café area, and create a new collaboration space for students. The existing “Tween the Pages” will be replaced with a coffee and bagels cafe.
- We are making plans to add group study rooms to the first floor of the Main Library’s Annex as early as 2019.
- This summer we are executing miscellaneous maintenance, furniture & carpet upgrades at the Miller Learning Center.
- There are no immediate renovations planned for Science (other than the long term fundraising plan to name the building). Patrick Stephens asked for clarification about this plan, and Dr. Graham explained how the Libraries conducted an architectural study for a 2-story glass atrium space, orienting the building for a south facing entrance, creating 11,000 sqft of
student learning space that could remain available 24/7. This project is dependent on securing the necessary private funding.

Like many other units, we pursue grant funding to complete specific projects. Among our current federal and foundation grants and special funding are:

- National Endowment for the Humanities newspaper digitation ($250k)
- National Endowment for the Humanities Digital Humanities Institute ($90k)
- National Historical Publications & Records Commission ($225K for preservation/digitization of public broadcasting content in the Peabody archive)
- The Institute of Museum and Library Services ($100k for DLG digitization with local archives and libraries).
- Mellon funded [diversity fellows program at the UGA Press](#)
- One-time state funding (subject to gubernatorial approval) for agricultural history component at the Georgia Capitol Museum in Atlanta. (The Libraries administers the museum.)

**Kat Stein, Director, Hargrett Rare Book and Manuscript Library:**

**Creation of the Faculty Fellows Program**

- This program is only one aspect of a much broader instructional program at the Special Collections.
- Developed in 2015 by the Special Collections Libraries and Center for Teaching and Learning
- The program is based on the work of the Brooklyn Historical Society’s award-winning program TeachArchives.org which provides compelling evidence that archives-centered learning is high level learning that enhances student success in important ways.

**Purpose**

- The program welcomes teaching faculty to work directly with Libraries staff to develop archives centered projects for undergraduate and graduate classes.
- Each fellow develops an archives-centered course that makes extensive use of the materials in the special collections libraries and collaborates closely with the instructional faculty at SCL.

**How it Works**

- Each fellows receives $2000 and must use this money to support some aspect of their archives-centered teaching.
- The program consists of monthly workshops and a 4-day institute.
- As of this May the Fellows program will have 35 faculty participants teaching in a broad range of disciplines including history, Journalism, English, Theater and Film Studies, African American Studies, Family and consumer Sciences, Qualitative Studies, Education, Kinesiology, Geography, and Academic Enhancement.
- One measure of success is that faculty who have completed the program have continued to develop and refine their original archives-centered courses and have adapted other courses to incorporate the archives-centered pedagogy.

**Future Assessment**
• In the future, the instructional faculty of the SCL Fellows hopes to collaborate with the Center for Teaching and Learning, a founding partner on the project to explore the programs impact on faculty instructional practices and on student learning.
• The co-director of the program Jill Severn has consulted with several institutions around the country who are trying to establish similar programs and see the UGA program as a model.

Kristin Nielsen, Head of Research & Instruction
The Libraries teaches general research skills classes. There are three primary areas where we reach students: large enrollment first year classes, upper-division undergraduates with required research projects, and graduate students

I. Basic research skills in introductory classes:

A. Large science classes: BIOL 1107
   • BIOL1107: between 30-35 lab sections per semester
   • Learning outcome: demonstrate they know how to find journal article on a subject; peer review; mainstream magazine vs. scholarly journal, review article vs. research study.

B. First-Year Composition program: ENGL 1101 and 1102
   • Exact assignments up to each instructor so research topics vary widely – sustainability / environment; health and medical; popular culture; history; media bias; evaluating images and advertisements; refuting editorials
   • Many focus on critical evaluation of sources and understanding different information types
   • Teach sessions for approximately 40% of ENGL 1101 sections; slightly lower % of 1102

II. Upper division research classes.
   Advanced-level research for the discipline. Ex:
   • Specialized resources: Social Work, SPIA-- legal research, govt info, policy papers and other grey literature, demographics and statistical information
   • Learning specialized databases: ADPR & Business-- tools for market research, consumer behavior, stock and other finance sources
   • Learning specialized tools: Sciences--EndNote training, Pivot, etc.

III. Graduate Students:
   Orientations in departments, classes in certain departments (COE, SSW, CPH)

Teaching with Technology

Makerspace: 3D printers and VR headsets bring in Engineering, Comp Sci, Instructional Technology, Vet Med as expected.
Andrew consulting on assignments to encourage active/experiential learning:
• LAND senior capstone water conservation at UGA
• ENGR Senior capstone project: developing an immersive VR application to learn how to identify fake news
Alex Kauffman inquired about how these technological resources are marketed. Is there outreach to faculty? What kinds of opportunities are there? Drop in workshops? Kristin explained that Andrew Johnson (andrew.johnson2@uga.edu) has been incrementally increasing outreach efforts, and regularly holds workshops in small groups or even one on one. Most recently working with the College of Environment + Design, as well as College of Education, and Engineering.

Jason Battles added that in addition to the technology at the Science Library, the Main Library houses a Digital Humanities Lab and coordinator that works very closely with faculty and students utilizing technology in some way to produce and analyze large data sets, presenting work through maps and other visual representations. The Libraries’ GIS librarian also works very closely with our Digital Humanities Lab coordinator. Student presentations in the DigiLab are typically promoted via the Willson Center.

Akela Reason asked for future topics to be discussed at Fall meetings?
Several in the group expressed a desire to discuss “predatory journals.”

There was also curiosity about whether or not staff can have Libraries materials delivered directly to their departmental locations? Dr. Graham indicated that he would explore the possibility of expanding office delivery beyond faculty.

Melissa Tufts added that Kathleen Kern has been a tremendous help to the College of Environment Design, asking if other colleges and departments had specialist liaisons like her. Dr. Graham explained that they do—a complete list can be found on our website:
http://www.libs.uga.edu/subjects

The group also discussed the possibility of using video conferencing as an option for future meetings. This should be possible—when Mollie reaches out to determine fall semester availability we’ll explore this further.
Tuition Assistance Program (TAP)

The USG and its institutions encourage full-time faculty, staff, and administrators to participate in development activities and study by remitting tuition for those activities that have been authorized by the employee's institution. Participation in the Tuition Assistance Program shall be available to full-time, benefits-eligible employees who have successfully completed at least six months of employment in a benefits-eligible position as of the date of the Tuition Assistance Program application deadline for the desired academic semester.

Full-time employees who meet the applicable admissions standards and who have received appropriate prior authorization from their institution may enroll in up to nine academic semester credit hours for each of the three designated semester periods: fall semester, spring semester, and summer semester.

Student status will be secondary to employee status in all considerations, including student fee waivers. Tuition assistance is the waiver of tuition and the waiver of certain fees. Tuition waivers for employees participating in the Tuition Assistance Program will be applied as follows effective January 1, 2018:

The Board approved applicable face-to-face or online tuition rate will be waived in full for all undergraduate and graduate programs and classes eligible under the Tuition Assistance Program.

Tuition Assistance Program participation will be granted on a space-available basis. For limited-slot enrollment programs, approval must be granted by the teaching institution. An employee must receive a grade of C or better in each approved Tuition Assistance Program academic course.

The following programs are not eligible for the Tuition Assistance Program waiver:

1. Dental
2. Medical
3. Pharmacy
4. Veterinary
5. Law
6. Executive total cost programs

The following UGA programs are not eligible for TAP benefits:
PharmD
Doctor of Veterinary Medicine
Juris Doctor
Doctor of Education in Higher Education (Executive)
Executive MBA
Professional MBA
Master of Laws
Master in the Study of Law

Application deadlines for TAP are:
Fall  July 15
Spring  November 15
Summer  April 15

TAP forms should be scanned/mailed to tap@uga.edu.

Should you have any questions, please contact Blake Dye at tap@uga.edu or 706-542-8762.
University System of Georgia
EMPLOYEE APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP)
(Please Print)

Complete this application with all required approval signatures and submit by the required deadline to the TAP Coordinator at the Home Institution. This application is subject to final approval by the TAP Coordinator of the Teaching Institution. Tuition Assistance waives tuition and applicable student fees for credit courses at a USG institution.

**EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>Last name</th>
<th>First</th>
<th>Middle</th>
<th>Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employee ID # (AUP ID# if applicable)</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Home Institution</td>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td>Teaching Institution</td>
<td>Academic Term/Year:</td>
<td></td>
</tr>
</tbody>
</table>

**Are you pursuing a degree?**

- [ ] Yes
- [ ] No

**If yes, indicate your degree program (Associate, Bachelor, etc.):**

Area of discipline (e.g., Math, Psychology)

**Are you eligible for a Hope Scholarship, Hope Grant, or Pell Grant?**

- [ ] Yes
- [ ] No

**List Requested Course(s): The number of semester credit hours (minimum of nine) must be consistent with one’s institutional work commitment.**

Note: Employee may not enroll in certain programs or courses, including courses in the School of Business Programs, as tuition assistance is not available for these courses.

**REQUESTED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Course Name &amp; No. (e.g., Math 1104)</th>
<th>Credit Hours</th>
<th>Class Days &amp; Times (e.g., T &amp; Th 1:30 - 2:45 pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Certification:** My signature below certifies that the information provided is accurate and truthful. I understand that I must register for courses only during the employee registration period of the Teaching Institution I wish to attend. I also understand that I must receive a grade of "C" or better and provide a copy of my grade report to the TAP Coordinator of the Home Institution upon completion of the course(s). Finally, I certify that I have read and agree to abide by the policies and procedures of the TAP Program.

**Employee Signature:**

**Date:**

**Immediate Supervisor Approval:**

<table>
<thead>
<tr>
<th>Supervisor’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**I approve this request and certify that the employee’s participation will not adversely affect departmental services or cause undue hardship for other employees. If I am allowing the employee to attend classes during the workday, attached is the alternate work arrangement.**

**I cannot approve or certify the employee’s request to attend classes because**

**TAP COORDINATOR APPROVALS**

<table>
<thead>
<tr>
<th>Home Institution TAP Coordinator Approval</th>
<th>Yes</th>
<th>No</th>
<th>If no, reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Institution TAP Coordinator Signature</td>
<td></td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

After approval by the Home Institution TAP Coordinator, this application must be forwarded to the Teaching Institution TAP Coordinator within 10 business days following the TAP application deadline.

<table>
<thead>
<tr>
<th>Teaching Institution TAP Coordinator Approval</th>
<th>Yes</th>
<th>No</th>
<th>If no, reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Institution TAP Coordinator Signature</td>
<td></td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>