The meeting was called to order at 2:30 pm by Staff Council Chair, Michael Lewis.

**Roll Call**

*Members in attendance:* Christine Ahern, Jason Bedgood, Kaelin Broaddus, Teresa Cash, Debi Chandler, Kelly Cona, Melanie Crawford, Andrew Cropp, Anjali Dougherty (via sub Lane Johnson), Macie Fouche, Jami Gilstrap, Elmer Gray, Matt Hammons, Andrew Hanneman, Savannah Hembree, Stefani Hilley, Pattie Holly, Stuart Ivy, Melissa Jackson, Kevin James, Brenda Keen, Laura Kelley, Kristin Lawrence, Michael Lewis, Brittney MacDonald (via sub Carlo Finlay), Emma Mattox, Carolyn McNearney (via sub Melanie Pelper), Marie Mize, Mary Moore, Laura Rhicard, Jacob Schindler, Alec Shepherd, Joy Strickland, Kassie Suggs, Carly Surratt,

*Members absent:* Ian Armit, Devin Arnold, Johanna Biang, Tyson Browning, Danielle Free, Michele Griffin, Heather Macon, Zachary Morris, Kyla Sterling, Evelyn Wilhite, Shialoh Wilson, Beth Woods

A quorum was present.

**Guest Speakers**

**STEVE HARRIS, DIRECTOR OF UGA OFFICE OF EMERGENCY PREPAREDNESS**

Steve Harris said he likes to come to Staff Council each year. He likes the interaction and to get validation that what his office is doing is appropriate. He also wants to make sure that staff are getting the most out of the Office of Emergency Preparedness (OEP). He pointed out that OEP offers a lot of free resources.

Steve said that informal research shows that each year there is a turnover of 8000 UGA faculty, staff and students, so revisiting all that the OEP offers is important. He listed the following OEP responsibilities:

- Responsible for emergency management on all UGA campuses/properties
- Emergency planning—EOP, SNS Closed Pod, Pandemic, NIMs, hazard mitigation, Athletic plans, BCP, etc.
- Emergency notification
- Exercises and drill
- Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC)
• Travel safety
• Training—active shooter, etc.
• Management of AED/Evacuation Chair, Bleeding Control Programs

Steve said the OEP now has more of a medical focus. New initiatives include the ability of separate campuses to activate alerts on their own, such as tornado warnings. Also, the Fire Safety department is checking to make sure AEDs are functioning now when they go building to building to check fire extinguishers. The last new initiative is the launch of the mobile LiveSafe app which allows the user to report suspicious, emergency, and nonemergency things to campus police via text. The app includes many other personal safety features. OEP is hoping to reach 2000 downloads of LiveSafe in 2018.

The annual UGA Alert is coming up on February 7 at 9:00 a.m., the same day as the statewide severe weather drill. Steve suggested that everyone update their contact information and preferences at ugaalert.uga.edu before the drill, then help OEP with a survey after the drill at prepare.uga.edu.

AED Awareness Week is January 22 through 26. Steve said that 6 AEDs have been used on and off campus this year. OEP will host an open CPR/AED certification class soon. The Stop the Bleed program is going very well. At each AED cabinet there is a bleeding control kit. OEP hosts a Bleeding Control (B-Con) class at Training and Development, or they will bring the class to a specific department upon request. OEP will bring any of their classes to specific departments, even after 5 p.m. Upcoming classes at Training and Development include

- Bleeding Control (B-Con)—January 18 from 9 to 11 a.m.
- Conflict De-escalation—February 1 at 9 a.m.
- Active Shooter Options—February 15 at 9 a.m.
- CPR/AED Certification Course—February 20 from 8 a.m. to noon

Jami Gilstrap mentioned that registration for the CPR class was full the day that the class was posted.

Steve reminded us that the OEP website has an Interactive Online Learning Module, Emergency Preparedness in 10 Minutes, that is available 24/7.

A new CERT class begins on February 20th. Anyone can register online at the OEP website.

OEP has free emergency posters and condensed guidebooks for the asking.

OEP also does Business Continuity Planning to help departments plan for providing services during or after an emergency. A free planning tool is available online at www.prepare.uga.edu. Quarterly classes are held at Training and Development or can be scheduled at your convenience.

There are now 5 WeatherSTEM units located at the State Botanical Garden, UGA’s Butts-Mehre building, UGA’s Climatology Research Lab, UGA’s Sanford Stadium, and UGA’s Tifton Campus. Find the information at https://athensclarke.weatherstem.com/uga.

Christine Ahern asked about the Medical Reserve Corp training. Savannah Hembree said there is a monthly orientation meeting on the Health Science Campus, then additional training is offered. UGA MRC has a Facebook page and a Twitter feed. The classes are posted on a calendar in the lower right corner of OEP’s webpage www.prepare.uga.edu. She added that even though the OEP oversees the MRC, it has a board that runs it. There’s no minimum amount of training, and no medical background is required. Just attend an orientation and submit an application. There are medical personnel on the MRC.

Debbie Chandler brought up that OEP should participate in the Staff Resource Fair coming up in March, as well as any New Student Orientation. Savannah confirmed that OEP will do both.
Jami Gilstrap said that she’s been unable to register for the last 3 CPR classes and her certification had lapsed. Savannah added that one way to get the training is to become a Building Safety & Security representative. OEP gives free CPR/AED training monthly to the Building Safety & Security Reps.

JANYCE DAWKINS, DIRECTOR OF UGA’S EQUAL OPPORTUNITY OFFICE (EOO)

Before introducing Janyce Dawkins, Michael explained that Staff Council, and especially its Executive Committee, have had significant discussion about a report that came out of the EOO (complying with federal law) about various sets of crimes and their resolution. Staff Council was upset to learn that there were approximately 15 rapes on campus last year and none were resolved. Staff Council invited UGA’s Chief of Police, Jimmy Williamson, to address the issue in November’s Staff Council meeting. He told us that many rapes are reported without a victim’s name. Michael invited Janyce Dawkins to give her perspective.

Janyce Dawkins began by clarifying the difference between the Clery Act Reports and Title IX reports. Clery Act Reports are for statistical reporting. Title IX is totally different. She further clarified that staff are mandatory reporters if a student tells them of a sexual crime unless the staff member is classified as a confidential reporter. A mandatory reporter must report everything they know to the EOO. Nothing is confidential. Michael Lewis asked if the staff person is required to disclose to the student that he or she is a mandatory reporter. Janyce confirmed that and said she would cover that.

She referred to handouts that she brought for Staff Council that included UGA’s Sexual Assault Response (SAR) Protocol (also available on the EOO website), Confidential Resources for Reporting Sexual and Relationship Violence, and UGA Campus & Community Resources. She said that EOO a class on SAR 3 times each year, but people stopped coming. If there is a new demand, the classes will resume, or EOO can tailor a class to a specific department.

Janyce said that she would be talking to us about Title IX. She clarified that Chief Williamson talked to us in November about the Clery Act, which is a crime reporting statute, and includes the Violence Against Women Act. Title IX incorporates the crimes of domestic violence, dating violence, and stalking.

Two policies govern sexual misconduct at UGA: the Student Sexual Misconduct Policy (when a student is accused of sexual misconduct), and the Non-Discrimination Anti-Harassment Policy (when anyone else in the community is accused of sexual misconduct). Janyce is the Title IX Coordinator.

Title IX protects against sex-based and gender-based discrimination or harassment. It is a Gender Equity Statute. When Title IX started in 1972, it focused on athletics, but case law expanded to include sexual harassment.

Sexual harassment is defined as unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that

1) Is implicitly or explicitly a term or condition of employment or status in a course, program, or activity;
2) Is a basis for employment/educational decisions; or
3) Is sufficiently severe, persistent, or pervasive to:
   a) interfere with one’s work or educational performance;
   b) create an intimidating, hostile, or offensive working or learning environment; or
   c) interfere with or limit one’s ability to participate in or benefit from an institutional program or activity.
Janyce returned to the topic of staff being mandatory reporters. Staff can be perceived as being in a position of authority over students. If students disclose details about sexual assault or sexual violence to a staff member, that staff member has a duty to inform the EOO/Title IX Coordinator. In a peer situation, there is no duty to report.

If a student were to disclose a sexual assault or sexual violence to a staff member, the staff member should

- Affirm the disclosure of sexual assault
- Explain no confidentiality
- Ask about safety and medical concerns
- Provide options for reporting to Police and/or the EOO/Title IX Coordinator
- Offer a bridge to support resources
- Fulfill reporting obligation by contacting the EOO/Title IX Coordinator

Melissa Jackson asked if the EOO and UGA Police collaborate on sexual assault cases. Janyce said they do not. They conduct separate investigations.

Michael Lewis asked if staff were required to report when another staff member discloses a sexual assault or sexual violence. Janyce replied that if the assault takes place at UGA and is perpetrated by another UGA employee or student, then the staff member is required to report it to EOO.

EOO never forces anyone to file a police report, but advises it if the victim might want a criminal prosecution in the future. Evidence needs to be collected within 5 days of the incident. Police will transport survivors to the Family Protection Center/Sexual Assault Nurse Exam (SANE) which is located next to the police station, no questions asked.

Sexual assault/violence reports may be made to the EOO by phone, email, via a website form, or in person in Room 119 of Holmes-Hunter Building. There is no statute of limitations.

The EOO can help survivors by changing classrooms and/or residence halls, issuing an order of no contact, and investigating the report. There is an amnesty for underage drinking or drug use.

Minutes

The December 2017 minutes were approved unanimously.

Committee and University Council Reports

SC HEALTH AND SAFETY COMMITTEE

Jason Bedgood reported that his committee met with members of the UGA community to discuss accessibility issues. He created a flyer (attached at the end of these minutes) that covers what to do for four different scenarios.

UC STRATEGIC PLANNING COMMITTEE

Mary Moore shared that the committee has been meeting each month, reviewing the 2020 plan looking for metrics that can be measured.

CHAIR’S REPORT

Michael shared that December was a busy month for him. He attended the following events:
Old Business

REPORT ON FOLLOW-UP MEETING WITH CHIEF WILLIAMSON

In Kyla Sterling’s absence, Mary Moore read the following report:

Kyla Sterling’s Report to Staff Council

On December 7th, Michael Lewis and I met with Police Chief Williamson to follow up on unresolved points from the November 1st Staff Council meeting. In particular, I wanted to understand why the resolution of some reported crimes (specifically the September 30th alleged rape) were not listed in the Daily Log. According to Chief Williamson, all cleared cases were listed at the bottom of the log; those cases could be cleared in four ways: 1) arrest of the suspect, 2) inactive, 3) unfounded (investigation determines no crime was committed), or 4) exception (when the victim does not want to press charges).

Chief Williamson confirmed that the Sept. 30th incident was inactive and stated that its status was reported in the log and offered to show us the entry. Upon closer inspection, Chief Williamson informed us that “inactive” cases were not being listed in the Daily Log as he had previously thought. He asserted that moving forward, inactive cases would be included in the Daily Log so that the UGA community could be better informed about the outcome of reported crimes on campus.

I also raised my concerns about the article on the UGA Police website referred to as “Personal Safety for Women” that contained outdated wording that implied that sexual assault only occurs against women and that prevention of sexual assault is solely the responsibility of women. Chief Williamson agreed to remove this article from the website, leaving two other articles on the topic titled “Drug Facilitated Rape” and “Stopping Sexual Assault” which focuses on bystander intervention. Chief Williamson also explained that questions about UGA’s Sexual Assault Prevention strategy should be directed to the office of Relationship and Sexual Violence Prevention, housed in the Health Center.

MOTION TO AMEND BYLAWS

The motion to change the bylaws to substitute “Staff Council President” for every occurrence of “Staff Council Chair” and “Staff Council Vice President” for every occurrence of “Staff Council Vice Chair” was voted on for the second time and passed.

POLICY AD HOC COMMITTEE PROPOSAL

Laura Kelley reported that the committee needs a new charge and she needs to meet with Legal Affairs and Human Resources.
New Business

REQUEST FROM MAIN LIBRARY TO SEPARATE FROM THE SVAAP SRG AND BECOME AN INDIVIDUAL LIBRARY SRG

After reviewing Staff Council bylaws, Brenda Keen pointed out that no revision would be required for the Library to form its own SRG, separate from the SVAAP SRG. Laura Rhicard reported that the SVPAAP SRG had voted in support of the LSRG at its last meeting.

CALENDAR FOR THE REST OF THE YEAR

Marie Mize shared that she created a Staff Council calendar detailing what we need to accomplish each month through the end of the academic year. She will distribute it via email to all reps.

MAY MEETING CHANGE

Mary Moore asked if the May Staff Council meeting could be changed from May 2 to May 9 due to final exams. Everyone agreed.

NOMINATING COMMITTEE

Brenda nominated Kelly Cona to head the Nominating Committee. Kelly shared that she has created a manual for the committee, and that it should be added to the appendix of Staff Council Bylaws. Joy Strickland and Stuart Ivy volunteered to serve on the committee.

REQUEST FOR STAFF TO BE FEATURES IN COLUMNS

Krista Richmond said she needs staff names for Campus Closeup features in Columns. She said she can only feature one person per unit per academic year, and she needs candidates who do more than just work at UGA. She’s looking for folks who have interesting hobbies or career paths or who volunteer time outside of work.

Adjournment

The formal meeting was adjourned at 3:59 pm by Michael Lewis.

The next Staff Council Executive Committee meeting is 3:30 pm Tuesday January 30, 2018 in the Craige Boardroom at the Georgia Center.

The next Staff Council meeting is 2:30 pm Wednesday, February 7, 2018 in MLC room 207.
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 ugeoo@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/staff. 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:** (Example: sidewalk damage creating barriers for mobility). Staff can reach out to facilities management through a work request (https://workrequest.fmd.uga.edu/) or notification on their website (https://u.georgia.qualtrics.com/jfe/form/SV_bfwAPCa9UX7aGH). FMD is aware of various accessibility management issues (example: sidewalk issues) and works to consistently and routinely work through campus address issues.

- **Accessibility issue on or around campus:** Connect with FMD and UGA Architects at the same time by emailing FacilitiesInquiries@uga.edu. They more FMD and UGA Architects are alerted to a concern, they more attention it is likely to receive.

- **Larger scale, less immediate need:** 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.

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. 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