



Staff Advisory Council Meeting

September 3, 2014 9:00 a.m.

Burnett Hall Boardroom

Meeting called to order: 9:04 a.m.

Present:

Linda Bleicken
Jaqueline Stepherson
Pat Potter
Pam Culberson
Laura Pallini-Bolton
Shannon White
Carol Lightle
Rick Matthews
Anne-Marie Grayson

Absent:

Tracee Hickman
Laura Mills

Minutes Approval

Laura Pallini-Bolton moved to approve, Pat Potter seconded

Treasurer Report

- Textbook Scholarship: 3 scholarships paid out at \$121.28, balance is \$1,259.24
- Discretionary Fund: expenses from the cookout totaled \$237.18, balance is \$807.57
Business and Finance will absorb some of the cost from the cookout
- Received 14 applications for textbook scholarship in the Fall
7 have not received since committee began keeping track
5 have not received since Spring 2014
2 received during Summer 2014
If all 14 are paid out fully it will total \$700, but most will not take the total
We estimate we will raise about \$500 each semester with fundraising this year
Motioned and approved to award all 14 applications

Committee Reports

Elections Committee

- Nothing to report

Fundraising Committee

- Will begin collecting books mid-September and books will be stored in Victor

Outreach/Special Events Committee

- Walk is rescheduled for October 18th, the night after Light the Night
- Committee will send out email about event by end of this week
- Holiday party schedule is dependent on Dr. Bleicken's schedule and graduation
- Best week available for holiday party is December 15th through 19th, it was recommended to do it on Tuesday, December 16th dependent on President's schedule

Staff Development and Welfare Committee

- Will meet with Brandi Vaudrin in HR to work together about staff development and training
- Will meet to work out budget and schedule and will discuss at next meeting

- Staff have requested to know where they are on the salary study; staff should be directed to Jaqueline Stepherson in HR
- Coordinating with eFollett to purchase polos for staff as a kick-off to staff moral events
 - Idea is to propose Armstrong covers half the cost and employees to pre-order shirts which can then be worn on Fridays and special days, example: Staff discount lunch in the Galley for meet-and-greet

Old Business

- USG Staff Council Questionnaire
 - Distant learning and online courses are priority
 - Bereavement time policy is currently acceptable
- Textbook Scholarship Review
 - Open up to any Armstrong employee enrolled in TAP, not just enrolled at Armstrong
 - Students who have not received in the current or previous academic year
 - Students seeking 1st undergraduate degree get priority over students who already have degree; next will be seeking 1st graduate degree; then any additional degree
 - Employees' years of service at Armstrong
 - Tie-breaker will be drawing names out of a hat
 - Approved
- Revamp Website
 - Will send out email to review changes
- Green Initiatives
 - Katie Twining is onboard with this program
- Grievance Committee
 - Officers will meet to make recommendations
 - Does anyone on the Staff Advisory Council want to be considered for Committee?
 - Pam is currently on the committee
- Ad Hoc Schedule Committee Update
 - Survey should go out mid-September
- Committee Documentation
 - Will share Google Docs with members

New Business

- Lactation Lounge in Student Union
 - Staff Council donating items or helping with drive to get items
 - Open to helping out but feel it is unnecessary and not an SAC issue
- Common Read Committee
 - Would anyone on the Committee like to serve?
- Joint Leadership Meeting
 - President's email covered what was discussed

Motion to adjourn meeting: Meeting adjourned at 10:22 a.m.