



**Staff Advisory Council Meeting**  
**January 13, 2016, 9:00am**  
**Burnett Hall Boardroom**

**Present:**

Katherine Arntzen  
Pam Culberson  
Deidra Dennie  
Tracee Hickman  
Woody Melton  
Pat Potter  
Katie Twining  
Brandi Vaudrin  
Shannon Vo

**Absent:**

**Special Guest**

SPARC - Nashia Whittenburg and Jason Salzer

Nashia and Jason shared an update from the SPARC Value Statement Assessment Team. The team was tasked with reviewing and condensing the current value statement. They presented a new value statement that focuses on scholarship, leadership, and stewardship in an environment that embraces diversity and cultivates student success.

They plan to introduce the new value statement at the Spring Convocation.

**Approval of Meeting Minutes:** Minutes from the November meeting were approved. The December minutes will be sent via email for approval.

**Treasure's Report**

From November's financial report -

Textbook Scholarship:

Balance: \$3109.06

One scholarship offering pending

Discretionary Funds:

Balance: \$1730.21

Pending transactions: Holiday luncheon

**Committee Reports**

Elections Committee

- Elections are scheduled of March 1<sup>st</sup>
- HR will provide a list of eligible staff
- Laura Mills is available to assist with SurveyMonkey
- Council members rolling off: Pat, Tracee, and Pam
- New Council member need to be announced to campus by late April.

### Fundraising Committee

- See Treasure's Report

The committee is targeting March for the spring fundraiser. Suggestions needed.

Noted suggestions: Gigi's cupcakes or Small Cakes  
2<sup>nd</sup> Booksale during the Asian Festival  
Discuss alternative/healthier fundraising options

### Outreach/Special Events Committee

Holiday luncheon was very successful. Photo station was great idea.

Next event is the Summer luncheon.

### Staff Development and Welfare Committee

Spring Assembly will be scheduled in April.

Pat suggested inviting different department to provide updates from their area.

Brandi will forward recommendation for the Assembly.

### **Old Business**

#### Random Acts of Kindness (RAK)

- We have delivered RAK to eight department – we have 15 departments left.
- The next RAK date is January 29<sup>th</sup> for the department in the Armstrong Center
- Tracee is working on a schedule for the remaining department with plans to finish by the end of the spring semester.

### **New Business**

#### New Employee Orientation Program

Brandi shared details of the new employee orientation program that HR has implemented.

The new program is a 4-week process that consist of an onboarding session, weekly mentor engagement, and a monthly wrap-up sessions which includes meeting the President and different service department representatives.

### **Reminders**

Spring Convocation – January 27th

### **Upcoming SAC meetings**

February 13th