



Staff Advisory Council Meeting

April 3, 2013 8:30 AM

Burnett Hall Boardroom

Meeting called to order 8:32 AM

Present (quorum achieved):

Rebecca Carroll
Jennifer Incorvaia
Rick Mathews
Shelley Merrick
Shannon Reddick
Angela Storck
Greg Surrette
Jessica Weaver

Absent:

Peggy Clifton
Tracy Gregory

Approval of the Minutes

Motion made by Greg Surrette to approve the meeting minutes from the March 6, 2013 meeting. The motion was seconded by Shannon Reddick. Motion passed.

Treasurer Report

- Total Account Balance: \$1,232.71
- Cash Balance: \$1,205.21
- Pledges: \$27.50
- Negative revenue: \$5.00 (due to a pledge adjustment)

Committee Reports

Communication Committee (Angela Storck)

- Angela Storck appointed to the chair of communication committee.
- No report.

Elections Committee (Jessica Weaver)

- All special elections are finished.
- Three members are rolling off the council (Tracy Gregory, Jessica Weaver, Jennifer Incorvaia).
- Looking for 2 members from Business and Finance and 1 from Presidents Office/Academic Affairs
- Survey Monkey will be utilized for the nominations of new members as well as the voting process. List of all who are eligible will be compiled by Friday. The use of survey monkey helps to streamline the process.

Fundraising Committee (Jennifer Incorvaia)

- No report. (See textbook scholarships under Old Business)

Outreach/Special Events (Peggy Clifton and Shannon Reddick)

- Looking at events such as old savannah city mission and habitat for humanity for service projects.

- Not sure who is on the committee; would like to send out more signup sheets at staff assembly to get more participation.
- Spring picnic planning. Rebecca suggested that the committee reach out to Megan Feasel for more information on past spring picnics. President's approval will be needed for the menu and the location should be reserved through Chris Nowicki.

Staff Development and Welfare Report (Rick Mathews)

- A question was posed by Rick Mathews as to who the members of this committee are. Shelley indicated she would provide lists of all committees as soon as possible.

Bylaws Ad Hoc (Shelley Merrick)

- Question was raised on how we go about getting university staff members to vote on the bylaws revisions, and whether survey monkey could be used for voting on the bylaws to be added to the votes from those attending the staff assembly.
- Rebecca suggested we combine the elections survey monkey with the bylaws voting to catch all staff with one survey. Jessica and Shannon were in favor of this suggestion.
- Jessica Weaver raised a question regarding a potential conflict of interest associated with the new bylaw provision which states that members of the President's cabinet are not eligible to serve on Staff Advisory Council. Consensus was to continue with the new provision as it is now stated without further discussion on the matter.
- Shelley Merrick made a motion to approve the proposed bylaws revisions. All present unanimously voted to move forward with the proposed bylaws revisions. (see handout)

Old Business

Spring Assembly

- Collaborate: room is reserved, we will need 2 laptops for collaborate session and to show presentation. Ensure that PowerPoint presentation has no animation or transition effects due to complications with collaborate. Email the PowerPoint to Jennifer by the Friday before the assembly so that she can address any potential issues.
- Content: Sign-up sheets so that people can indicate interest in particular committees; Greg proposed the use of a card reader to track staff attendance; a suggestion was made for a post assembly drawing/raffle based on those who swiped in as attending the assembly as well as those who attended via collaborate session; refreshments and/or lunch will be provided.
- Assembly is scheduled for Tuesday, April 23, 2013 in Savannah Ballroom C of Student Union.
- Jessica will be unable to attend due to a conference.
- Archive will be added to the website once HR has filled its vacancy.
- An email should be sent out about the assembly with a teaser about the raffle. Angela will send this as the communications chair.
- Greg made a recommendation to entice people to physically attend the meeting by only those who physically swipe in at the meeting to participate.
- Jessica suggested we encourage collaborate participants to make a comment or engage in some other tangible way to be eligible for the drawing as well. We do not want to discourage those who participate online if that is the only way they can participate.
- Angela made a suggestion to utilize the Staff Council Facebook page to promote council activities and events. Angela will monitor that page and take charge of updating its content.

Textbook Scholarships

- A question was raised as to whether we should raise the amount and/or limit the number of textbook scholarships awarded each term to ensure that we do not run out of money in our account.
- Rebecca indicated that since we have received so few applications in years passed, we were able to award scholarships to all applicants.
- Suggestions made included having a randomized drawing for a flat number of scholarships, increasing the scholarship amount to cover the cost of one average priced text book, and giving award priority to people who have not received the award previously.
- The discussion was tabled until the textbook committee could meet and make suggestions as to how the process might be changed. The current process for delivering scholarships will remain in place until the committee can decide on a different course of action.

Committee Chairs

- Communications Committee Chair – Angela Storck
- Staff Development and Welfare Committee Chair – Rick Mathews
- Outreach Committee Chair – Peggy Clifton
- Special Events Committee Chair – Shannon Reddick

Making Maroon Green

- Speaker for earth day being brought to campus regarding the topic of environmental racism
- Janisse Ray coming on the 11th or 12th of the month for the faculty lecture series.
- Earth day being extended into “earth month”; bring a series of speakers to campus to speak on various topics. All speakers that have been contacted need to be paid. Will discuss to see if we can afford to pay for those speakers.
- An idea was presented about a possible Staff Council initiative regarding an Environmental Speaker Series to tie in with Making Maroon Green and to extend Earth Month.
- Shredders are coming the Friday before earth day; will be present at the fair on Earth Day.

New Business

- Greg Surette volunteered to collect the information regarding all committees, members, and committee descriptions to add to the SAC website; we may be able to incorporate use of Wufoo forms so that people can input requests for information and/or interest in participation.
- Jessica asked about the new black caucus staff organization on campus. Once the organization is official, it would be a good idea to partner with this group on topics of social justice/diversity awareness as well as other shared interests.
 - Rebecca indicated that Nashia Wittenberg is working with this group and may be a good resource.
 - Rebecca advised that we consult the bylaws to ensure that we are not violating anything by collaborating with this group.
- Discussion of quorum versus simple majority (see handout).

Meeting adjourned 9:24 AM