



Staff Advisory Council Meeting

May 8, 2013 8:30 AM

Burnett Hall Boardroom

Meeting called to order 8:34 AM

Present:

Peggy Clifton
Tracy Gregory
Rick Mathews
Shelley Merrick
Shannon Reddick
Angela Storck
Greg Surette

Absent:

Rebecca Carroll
Jennifer Incorvaia
Jessica Weaver

Approval of the Minutes

Motion made by Angela Storck to approve the minutes from the April 3, 2013 meeting. The motion was seconded by Tracy Gregory. Motion passed.

Treasurer Report

- Total Account Balance: \$1,232.71
- No change from previous meeting.
- Checks have not yet been cut for text book scholarships. (*See old business regarding textbook scholarships.*)

Committee Reports

Communications Committee

- Staff Council email is being regularly checked for any new emails. Questions are being directed to departments and resources as appropriate.
- Login information has been obtained for Facebook and Twitter accounts and will be used more readily in the future.
- Communications should be more active in promoting staff assemblies and other council events; work with marketing to create effective publicity.

Elections Committee

- The roll off meeting for exiting committee members will be held in June.
- A special meeting should be held to help newly elected members become acclimated to their new positions.
- More clarification is needed on the election time line and the roles of officers.

Fundraising Committee

- Fundraising efforts will include the book sale at Celebrate.
- The committee will be working to recruit more volunteer support at the book sale.

Outreach/Special Events Committee

- Staff assembly

- Shannon Reddick asked the council if the meeting time for staff assembly should be changed from the usual lunch time slot. She recommended 3pm to encourage more staff attendance.
- Provide punch and cookies as the refreshment rather than lunch.
- Staff Picnic
 - Shannon proposed the tentative date of Wednesday, June 12 for the staff picnic. This date will go to the president via Rebecca Carroll for formal approval.
 - The committee will work with Joan Lehon in marketing to produce a flier.
 - Tracy Gregory suggested we get the pop up tents used at Celebrate to make the picnic more comfortable. The area in front of the union is very sunny and will be very warm at this time in June.
 - The question was raised as to whether we will be collecting items at the picnic for donations similar to the holiday pot luck. The committee will discuss and give more details at the next council meeting.
 - The question was raised as to what Sodexo will provide in terms of food. This will need to be clarified and a menu presented to the president for approval.
- Union Mission
 - Could be a fall project for staff council.
 - This would include serving food and/or providing other services to Union Mission on Thanksgiving or Christmas holidays.
- An email will be sent to staff to recruit more volunteers to help with the outreach and special events committee. The email will include the committee's goals.

Staff Development and Welfare Committee

- Rick Mathews and Greg Surette will now be co-chairing this committee.
- Focus will be on what the committee can do beyond the lunch n' learn events currently scheduled.
- Greg proposed a "New" CPR workshop as a future event/activity beyond the scope of lunch n' learn but, with same goal.
- The committee would like to do something grander in scale that will provide a credential or certificate of completion for involved staff members. No Wrong Door training was given as an example of a past activity that would be similar in scope and scale.
- Greg, Rick, Shelley, and Rebecca will be meeting to discuss initiatives and to firm up committee member involvement.

Bylaws Ad Hoc (Shelley Merrick)

- Bylaws Ad Hoc to be removed from future meeting's agendas unless there are new recommendations for Bylaw amendment.
- Rebecca Carroll and Susan Hacker worked together with Laura Mills to implement the survey monkey tool in the voting process for bylaws amendments and elections processes.

Old Business

Textbook Scholarships

- Has the meeting been held to select scholarship recipients? If not, when will it be held?
- Question was raised by Shannon Reddick about how the text book scholarships are paid out. We need to clarify whether or not recipients of the textbook scholarship must be enrolled as Armstrong students and whether they must buy their textbooks/supplies from the Armstrong

book store. Bylaws state that staff must be enrolled at Armstrong in order to be eligible. Current process is to cut a check to the student who then spends as needed.

- A meeting of the textbook committee will be held to discuss this issue and define what the textbook scholarship can be used for and how it is applied. Is the intention to retain staff member students to Armstrong or to support staff members in their academic pursuits no matter where they elect to take classes? Ie, GA Southern, SSU, or?
- Issues with current policy include:
 - Staff needing to pursue programs Armstrong does not provide would be penalized and/or ineligible.
 - Staff wishing to make their dollar go further would not be able to get as much from the Armstrong book store.
 - We could apply the money to the student's account rather than cutting a check so that we could ensure that the money was being spent at Armstrong for educational benefit, but the student would then be free to purchase books more cheaply from a third party vendor.
 - The money could be issued as a book store credit that the student could use for books and supplies.

Current List of Committee Members

- Greg Surrette is working on this and should have an update within 2 weeks of today's meeting.

Website

- Greg Surrette suggested we move this responsibility back to the communications committee as indicated in the bylaws.
- Communications chair will now work to update the website with the assistance of Shannon Reddick.
- Minutes from previous meeting will be posted within the week.

New Business

New Member Meeting

- Breakfast for the Annual June meeting of current Council and welcome meeting of the new Council.
- Workshop. Has been facilitated by Bill Kelso in the past. Shelley, Rebecca and Bill will discuss to see what should be done for the upcoming meeting. More details to follow.

Next meeting

- June 5, 2013

Use of Card Swipes

- Card swipes should be used to track attendance at council events.
- What will the prizes be?
- Proposed use at summer picnic and fall assembly.

Angela Storck made a motion to adjourn the meeting. The motion was seconded by Greg Surrette. Motion passed and meeting was adjourned at 9:31 AM.