



## Staff Advisory Council Meeting

June 5, 2013 8:30 AM

Burnett Hall Boardroom

### Meeting called to order 8:33 AM

#### Present:

Rebecca Carroll  
Peggy Clifton  
Tracy Gregory  
Rick Mathews  
Shelley Merrick  
Shannon Reddick  
Angela Storck  
Greg Surette  
Jessica Weaver

#### Absent:

Jennifer Incorvaia

### Approval of the Minutes

Motion made by Shannon Reddick to approve the minutes from the May 8, 2013 meeting. The motion was seconded by Tracy Gregory. Motion passed.

### Treasurer Report (Delivered via email)

- Account balance \$1,232.71 with \$200 pending for textbook scholarships for summer term.
- Once textbook scholarships have been issued, the new balance will be \$1,032.71.

### Committee Reports

#### Communications Committee

- Worked out issues with delivering email via staff@mailman
- Will be sending out more email reminders regarding the staff picnic over the next few days.
- Staff Council email is being regularly checked for any new emails. Questions are being directed to departments and resources as appropriate.
- Facebook and Twitter accounts are gaining an increased following. Facebook and Twitter buttons have been added to the email signature line so that folks receiving email will be able to easily follow our social network feeds.
- Website will be updated by Shannon Reddick.

#### Elections Committee

- Newly elected members are Laura Pallini-Bolten, Laura Mills, Willette Stevens.
- Thanks go to Rebecca Carroll and Susan Hacker for going above and beyond in facilitating the elections process.
- New process for elections via survey monkey that makes the process go more quickly and makes it more accurate.
- The elections process and procedures are now written up in a Google doc for future use.

#### Fundraising Committee

- No report

### Outreach/Special Events Committee

- The advertisement for the Staff Picnic has gone out and will continue to be sent out strategically via email.
- The picnic will take place on Wednesday, June 12 from 11:30 a.m. – 1:30 p.m. on the lawn behind Burnett Hall. Table center pieces will be sunflowers in keeping with the marketing theme.
- The committee has received emails of interest from five to six different staff members.
- First committee meeting Wednesday, June 26 at 3pm in Solms Hall 106.
- The president's office has agreed to fund the staff picnic in entirety. No pot luck contributions will be necessary.
- Set up will begin around 9:45 a.m. This is when the balloons will be delivered.
- Tables will be covered by canopies to help with heat and sun exposure.
- Rain location may be the Student Union Ballroom and/or MCC food court. This will be determined the night before the event.

### Staff Development and Welfare Committee

- Four people have expressed interest in assisting with the Staff Development and Welfare Committee: Anne-Marie Grayson, Mario Incorvaia, Susan Hacker and Catherine Alt
- Currently considering an initiative for CPR/AED/First Aid certification classes.
- There are currently 10 AED devices on campus that can be used in the event of a crisis.
- Sam Axley and Megan Feasel are certified trainers and have agreed to facilitate the training.
- Chief Wilcox recommended that a training video be shot so that the training could be shown at a later time.
- Marc Mascolo has been a trainer of trainers in the past and may be a good resource.
- When publicized, this initiative will be publicized as the "New CPR" to increase interest in participation. People with existing certifications, or who have been certified in the past, may be interested in learning "new" CPR.
- A suggestion was made to include SGA and/or other campus offices as partners on this initiative to increase interest and participation.
- This is something that could be offered multiple times per year if the interest is there.
- Cost for CPR/AED certification is approximately \$28 per person.
- Armstrong will look into funding this training for employees who want to take advantage of it.
- No meeting of the committee has been scheduled yet, but is forthcoming.
- Other initiatives being considered include classes in maintaining financial fitness, retirement/estate planning, and budgeting.
- We plan to increase our use of in-house and outside talent/resources in presentation of workshops and events. (i.e. Brittany McClure in Marketing, Savannah Morning News, etc.)
- A suggestion was made to incorporate information about budgeting utilizing some of the new and popular online resources such as Groupon, Living Social, extreme couponing, etc.
- Lunch and Learn planning is underway for next academic year. More information will be provided soon.
- Greg has been working with the website to ensure it is up to date. Once Greg identifies the information that needs to be added/updated, Angela will work with Shannon to get the site updated appropriately.

### Bylaws Ad Hoc (Shelley Merrick)

- Bylaws Ad Hoc to be removed from future meeting agendas unless there are new recommendations for Bylaw amendments.

- Rebecca Carroll and Susan Hacker worked together with Laura Mills to implement the survey monkey tool in the voting process for bylaw amendments and election processes.

## **Old Business**

### Textbook Scholarships

- At a previous meeting, a concern was raised as to how the text book scholarships can be awarded and to whom. After consulting the bylaws, Rick Mathews identified that recipients must be Armstrong students and must utilize the funds at the Armstrong bookstore.
- Rebecca Carroll suggested an ad hoc committee be created regarding the award of textbook scholarships, especially if bylaws changes are needed.
- The goal is to settle this issue by the July meeting so that fall textbook scholarships can be awarded accurately and fairly.
- Textbook scholarship ad hoc committee: Rick Mathews, Shannon Reddick, Peggy Clifton, Shelley Merrick, Jessica Weaver, Greg Surette.
- The ad hoc committee will meet to conduct research and come up with recommendations regarding this policy.

## **New Business**

### Staff Council FY 2013 Final Meeting

- Final meeting will be held on Monday, June 24 from 8:30 a.m. to no later than 1 p.m. in Ballroom B and C of the Student Union.
- Meeting break down:
  - Breakfast will be provided at 8:30 a.m.
  - Dr. Bleicken will thank council members for their service and charge the new council to move forward.
  - A retreat will be held covering topics such as bylaws and Robert's Rules of Order.
  - Lunch
  - Elections will be held for Chair, Vice Chair, Treasurer and Secretary.
- Please review the position descriptions in the bylaws prior to the meeting to ensure awareness of each position's associated responsibilities.

**Tracy Gregory made a motion to adjourn the meeting. Rick Mathews seconded the motion. Motion passed and meeting was adjourned at 9:10 a.m.**

### **Addendum to the Minutes 6/24/2013**

The new officer election meeting was held on June 24, 2013. Information from that meeting was instructed to be included as an addendum to the June 5, 2013 meeting minutes.

#### **Present:**

Rebecca Carroll  
Peggy Clifton  
Tracy Gregory  
Rick Mathews  
Shelley Merrick  
Shannon Reddick

Angela Storck  
Greg Surette  
Jessica Weaver  
Jennifer Incorvaia

#### **Absent:**

Shannon Reddick

### New Members

- Laura Pallini-Bolton – Academic Affairs
- Laura Mills – Academic Affairs
- Willette Stevens – Business and Finance

### Members rolling off

- Jessica Weaver – Academic Affairs
- Tracy Gregory – Business and Finance
- Jennifer Incorvaia – Academic Affairs

### Elections for Executive Committee

#### **Chair**

Nominees: Greg Surrette, Rick Matthews  
Elect: Rick Mathews

#### **Secretary**

Nominee: Angela Storck  
Elect: Angela Storck

#### **Vice Chair**

Nominees: Greg Surrette, Shannon Reddick,  
Laura Pallini-Bolton  
Elect: Greg Surrette

#### **Treasurer**

Nominee: Laura Mills  
Elect: Laura Mills

### Text Book Scholarship

- Review and discussion of the ad hoc committee review.
- Bylaws review will take place at the fall staff assembly.

### Meeting Highlights

- Awards were presented to the members rolling off.
- President Bleicken charged the council to be more diligent in helping to enforce the Tobacco Free Campus initiative.
- New members were briefed on the role of the council at Armstrong.
- 9 a.m. on the first Wednesday of each month in the Burnett Hall Boardroom was chosen as the new meeting time/location for the 2013-14 academic year.