

Staff Advisory Council Meeting

August 7, 2013 9:00 AM

Burnett Hall Meeting Room 109

Meeting called to order 9:07 AM

Present (quorum achieved):

Dr. Linda Bleicken
Rebecca Carroll
Rick Matthews
Greg Surrette
Laura Mills
Laura Paulini-Bolton
Shannon Reddick
Willette Stevens
Peggy Clifton
Shelley Merrick

Absent:

Angela Storck

Approval of the Minutes

No minutes available to approve.

Committee Reports

Communication Committee (Angela Storck)

- No report.

Elections Committee (Greg Surrette)

- No report.

Fundraising Committee (Laura Mills and Laura Paulini-Bolton)

- Fundraising Committee notes were distributed for review and discussion. (see Appendix I)
- Update to item 3: Number of textbook scholarship applicant's increased from 6 to 8.
- Rick asked for a motion on the textbook scholarship increase.
 - Shannon made a motion to officially increase the number of textbook scholarship applicants from 6 to 8.
 - Greg seconded the motion.
 - Vote was called for and all voted yes to approve the motion.
 - Motion approved 8/7/2013.
- Discussed the need for SAC members observing Physical Therapy's campus run scheduled for October to get familiar with setting up a run event.

Outreach/Special Events Committee (Peggy Clifton and Shannon Reddick)

- No new updates at this time.

- The idea of soliciting donations from local merchants for holiday events was discussed.

Staff Development and Welfare Committee (Greg Surette and Rick Matthews)

- Committee notes were distributed for review and discussion. (see Appendix II)

Old Business

Planning for 2013-14

- Rick suggested budgeting for honorariums to present to Staff Development and Welfare Workshop speakers. SD&W Committee looking at a proposal.
- Shelley volunteered to be the point person for budget proposals.
- Rick discussed formulating an email for campus distribution containing Staff Advisory Council's plans for the near future.

SAC Bylaws Review

- Shelley has been working with Armstrong's legal counsel on proposed changes. Suggest changes be ready for the Spring Assembly.

Textbook Scholarship Review

- No movement yet.

New Business

Staff Textbook Scholarship Budgeting

- Laura Mills is still working on budget. Suggests considering increasing the number of awards and reevaluating budget each semester.
- Rick suggested promoting contributing to SAC fund via First Day campaigns each year.

SAC Discretionary Fund

- Rick read an email from Scott Gilreath describing the intention and use of the discretionary fund when it was created. (see Appendix III for excerpts from the email)
- A suggestion was made to move forward with furthering the use and development of the discretionary fund.
 - Shannon made a motion to officially move forward with furthering the use and development of the discretionary fund
 - Willette seconded the motion.
 - Vote was called for and all voted yes to approve the motion.
 - Motion approved 8/7/2013.

Meeting adjourned 9:48 AM.

Appendix I

Staff Advisory Council Fundraising Committee Meeting 1 - 07/24/2013

1. Book Sale
 - a. Space for sorting – President’s Dining Room in MCC? Greg checked with Chris on 07-24-2013 and he said it shouldn’t be a problem. We need to go check out the space.
 - b. Plant ops for boxes. Laura M has several left from the move.
 - c. Local libraries for donations – would we have to split profits?
 - d. Chris N for prime spot at Celebrate. Jennifer said last year’s spot was not the best.
2. Add baked goods to book sale
 - a. Voted yes
 - b. Check with local businesses for donations – Gigi’s and grocery stores?
3. 6 apps for Fall 2013
 - a. Recommendation is all 6 get \$50. That takes our scholarship fund from \$1,032.71 to \$732.71.
 - b. We have big ideas for fundraising this year that should make back the money easily.
 - c. Recommend reviewing each semester based on number of apps and available funds
 - d. Consistent with amounts given in prior years (2009 – 2012 average awarded \$700):
 - i. 2013: \$600 (with recommended award)
 - ii. 2012: \$600
 - iii. 2011: \$150
 - iv. 2010: \$1,250
 - v. 2009: \$800
4. Advertisement Techniques for Giving as it has been dropping in previous years
 - a. Brenda in Marketing for email banner to be sent to all employees before 1st day
5. Future Fundraising
 - a. Spring Cleaning Yard Sale
 - i. Greg checked with police and no problem as long as no other events on campus that day

- ii. Will have to submit detailed proposal with dates to Becky Smith
 - iii. How do we market off campus?
 - 1. Local papers (Connect)
 - 2. Fliers that Greg's wife can hand out at similar events
 - iv. Give out hotdogs – could get donations and sell sodas and water
 - v. Have goodwill truck on standby at end of the day
- b. Run
 - i. On campus
 - ii. Get fleet feet to sponsor?
 - iii. \$25 to \$30 to register
 - iv. Pirate Themed?
- 6. Discretionary Fund
 - a. Currently has \$455.25
 - b. Do we move to textbook or have another thought for this money?
 - c. We do not feel comfortable recommending what happens with this money until we know why it was set up by Scott Gilreath when he was chair
 - d. Most recently used \$20 for a going away present for a SAC member. Previously used in 2010 for petty cash but no details

Question: Can we solicit off campus for donations? With no one getting raises, it is hard for everyone to keep giving.

Appendix II

**Armstrong Atlantic State University
Staff Advisory Council
Staff Development and Welfare Committee Report
August 7, 2013**

1. Staff Development and Welfare Workshop Series (formerly Lunch and Learn)
 - a. Since lunch is not served, the committee has decided to change the name to "Staff Development and Welfare Workshop Series."
 - b. The dates for fall are September 3rd, October 1st, and November 5th. We have contacted Brittany McClure and she will be presenting a workshop on budgeting and couponing September 3rd at 2:00 p.m.
 - c. The October and November workshops are still open at this time. Brittany might do a social networking workshop for the November session.
2. Estate Planning Workshop
 - a. Advancement is sponsoring an estate planning workshop, which we will advertise to Armstrong staff as soon as we have a location, date, and time.
3. CPR/AED Classes
 - a. Working with Rec Center and Police Department to finalize everything. The locations, dates, and times are set and the rooms are reserved. (See list below)

Wed, August 21, 2013 2:00pm – 3:00pm, Student Union Ogeechee Theater

Wed, September 18, 2013 2:00pm – 3:00pm, Armstrong Center Auditorium

Wed, October 16, 2013 2:00pm – 3:00pm, Student Union Ogeechee Theater

Wed, November 20, 2013 2:00pm – 3:00pm, University Hall UH156

Appendix III

If I remember correctly, it was generally used for two things:

1. providing lunches/snacks for folks for meetings and SAC events.
2. Additionally, it was used for any supplies needed for projects (think paying for postage for mailing care packages to soldiers, paying for supplies for community projects, etc.).

We abandoned using the funds for purpose #1 very quickly as that didn't seem like good stewardship...

Hope this helps. It wasn't a lot of money from what I recall, just a few hundred dollars I believe.