



Staff Advisory Council Meeting

September 4, 2013 9:00 AM

Burnett Hall Boardroom

Meeting called to order at 9:03 a.m.

Present:

Rick Matthews
Greg Surette
Angela Storck
Laura Mills
Laura Pallini-Bolton
Peggy Clifton
Shannon Reddick
Shelley Merrick
Rebecca Carroll

Absent:

Willette Stevens

Approval of the Minutes:

A motion was made to approve meeting minutes via email for the July, August, September and ad hoc meetings. Angela Storck seconded the motion. Minutes will be submitted to all via email for review and approval at the October meeting. The motion passed.

Treasurer Report

- Current balance of the textbook scholarship fund is \$1,037.71 prior to paying fall 2013 scholarships.
- SAC discretionary fund is currently \$455.25.
- Eight awards will be given at \$50 each for the Fall 2013 term.

Committee Reports

Communications Committee

- Request moving forward for anything that must be disseminated to staff, employees or other staff council members be sent to the staff council email account as quickly as possible so that it can be sent out in a timely fashion.
- Continuing to boost social media followers.

Elections Committee

- No report

Fundraising Committee

- Posters were passed out for posting in our respective offices regarding the celebrate book sale and donation locations.
- Boxes for collection will be up in the collection locations by the end of the week.
- The fundraising committee will be meeting again at the end of September to discuss additional ideas for fundraising.

Outreach/Special Events Committee

- Shelley will be securing the date for the holiday luncheon. More information is forthcoming.
- Treasure Savannah will take place in October. SAC members can sign up individually to help with Treasure Savannah. A team sign up is not available.

Staff Development and Welfare Committee

- CPR/AED familiarization session had about 12 participants. Everyone seemed to learn a lot and enjoy their experience.
- Yesterday was the first Staff Development and Welfare Committee workshop. Brittany McClure delivered a session on couponing and budgeting. Six people participated in this workshop. Brittany would like to do a social networking workshop as well in the near future.
- Megan Feasel will be presenting a workshop in October pertaining to management of stress in the workplace. Details on the exact when and where are forthcoming.
- CPR/AED training sessions will take place each month of September, October and November (dates have been added to the SAC Google calendar).
- Several folks are interested in going through the actual paid certification session in the future.

Old Business

Planning for 2013-2014

- Continue planning and budget projections for the coming year's activities.
- Have updated budget projections by the October meeting.

SAC Bylaws Review

- No update at this time.
- The goal is to have any bylaws updates in line for the spring assembly.
- Shelley, Rick and Lee Davis will meet to discuss bylaws questions.

New Business

USG Staff Council

- Shelley Merrick and Jessica Weaver are still listed as Armstrong's delegates.
- Usually the chair and co-chair attend the USG staff council conference. Other delegates may indicate interest in participating by contacting the chair for consideration.
- The conference will take place in October at the University of North Georgia. Dates will be verified.
- No one volunteered as being interested in attending the conference additionally to Rick and Greg.

Top things to do at Armstrong (Traditions) – New Employee Orientation

- HR is working with marketing to create strong branding and information for new employees. This branding will be traditions focused.
- A resource guide will be created as well as an FAQ guide. A video greeting new employees is also being created. The welcome baskets will be reevaluated and upgraded as well to meet new objectives.
- Communicate anything that you believe makes Armstrong special to Rebecca Carroll so that it can be considered for addition to the new employee orientation documentation.

Employee FAQs

- SAC is charged with reviewing and commenting on the FAQs guide. Please submit feedback to Rebecca Carroll by Tuesday next.
- If you would like to see items added or revised, please communicate those as soon as possible.

USG Tap e-tuition difference

- Currently the TAP program does not cover the difference in cost of attendance between the published costs versus the online rate. The online rate is significantly more expensive.
- The differential wasn't being charged for online courses until a year ago August. Board policy dictates that staff taking courses via tap must pay the online difference in cost.
- Though no time line is available, there is an initiative in place to eliminate this cost for students taking online courses utilizing TAP in the future.
- Our SAC delegates are encouraged to bring this up at the October USG council meeting.

Better integrate faculty with staff holiday luncheon and picnic

- A staff member came forward with an interest in more social opportunities for staff/faculty interaction on campus.
- SAC members generally agreed that we should make more concerted efforts to provide opportunities for staff/faculty interaction, but that we should keep some events just for staff only.
- Resources are allocated specifically to faculty senate and to staff advisory council for each governing body's use. We need to ensure we are being conscious of our resources and how we utilize those resources.
- A suggestion was made to bring back the faculty/staff picnic in the spring, and to maintain the holiday luncheon for staff only since staff members are really the only people working during that time of year. Faculty are generally not around, but would not be turned away if they elected to attend. Members in attendance were generally in agreement with this suggestion.

Making Maroon Green (Dr. Bleicken)

- Last year there was a staff chair and faculty chair. Currently there is no staff representation on the making maroon green committee as the committee has transferred almost completely from staff council purview to faculty senate.
- Dr. Bleicken asked if staff council would be interested in participating on the committee. The committee elected not to have a specific representative on the making maroon green committee since it is a faculty oriented committee. Staff council will participate in making maroon green activities and will back the initiative in other ways aside from being a committee member.

Shelley Merrick made a motion to adjourn the meeting. Shannon Reddick seconded the motion. The motion passed. **Meeting adjourned at 9:50 a.m.**