



## Staff Advisory Council Meeting

October 2, 2013 9:00AM

Burnett Hall Boardroom

### Meeting called to order at 9:02 AM

#### Present

Rick Matthews

Greg Surette

Angela Storck

Laura Mills

Laura Pallini-Bolton

Shannon Reddick

Shelley Merrick

Rebecca Carroll

Willette Stevens

#### Absent

Peggy Clifton

#### Approval of the Minutes:

There were no questions or concerns about the minutes.

Angela Storck made a motion to approve meeting minutes from the following meetings: June 5, 2013 with retreat addendum; July 10, 2013; August 1, 2013; August 7, 2013 ad-hoc meeting; September 4, 2103, all in favor, no opposed.

#### Treasurer's Report

Commitment fund – first day pledges

Our total is \$1,484.67, \$204.45, \$1,280.22

3 scholarships outstanding, 1 is no longer an employee, one is on Flex and one just hasn't replied yet

Total \$1,180.26

Pledges will be coming in through payroll deduction through next August

With discretionary fund we are at \$555.25

#### Committee Reports

##### Communications

Email reminders about the book sale. All SAC events are on Google calendar which will be made public to everyone on the council. This should be available by the end of the day. Only have 13 Twitter followers, 24 likes on Facebook. Suggested doing a drawing of Facebook and Twitter followers to increase followers and creating actual marketing materials that are pretty and graphic.

##### Elections

Nothing to report

##### Fundraising

Well underway with collecting books. We have a lot, they are coming in strong, a lot of good books. Working on proposal for yard sale.

#### Outreach/Special Events

Committee is signed up for Treasure Savannah.

Have we set a date for holiday luncheon? Shelley has it but not with her. Rick is working on list of businesses. The President's Office will be picking up the cost for the food, employees will just bring desserts.

#### Staff Development and Welfare

Really good CPR class, 13 were scheduled, 11 showed up. Stress and Your Health coming up Oct 16<sup>th</sup>, another CPR class will be same day. There was a question about the give away, but it has been worked out. Question was: if the university bought it can they give it away? Will double check with Bill, but it should be worked out.

One big reminder for Angela to send out, everyone send your information to Angela by Friday to send out reminder.

Credit card readers for the book sale. We will be able to use Bank of America card readers with iPads.

#### Old Business

##### Planning for 2013-14

Need to get budget set for events, especially yard sale and pot luck. 5K is on hold because we would be lucky if we broke even. Very difficult unless you charge a steep entry fee and there are a lot of runs already scheduled.

##### SAC By-Laws Review

Moved forward with some by-law changes at last assembly. It seems at every meeting we come to a road block with implementing some things. We have identified areas and we have to look at a timeline because all changes have to be presented to staff. Not difficult changes, just changes to make our jobs easier. Want to have is complete by Thanksgiving, no later than end of the year to start January with reviewing. Some confusion because by-laws have not been updated on the website.

##### Textbook Scholarship Review

Covered in report

#### New Business

Top things to do at Armstrong (traditions) – New Employee Orientation and Employee FAQs Rebecca Carroll's handouts. Please review and provide feedback. Top ten is just to consider. Please give feedback by Friday to be printed on Monday. This is going into a new publication, similar to the Navigate book given to new students. Marketing will take out front-end stuff about Navigate and put FAQs in the back. Ideal situation is to have created in time for open enrollment, but don't know if marketing can turn it around in time.

### Staff Assembly

Need to setup. The council must select time and venue. Set an agenda. Look at previous slides and setup presentation. Lunch is an option, we have done lunch, cookies, collaborate. SAC has to decide, do you want to do something different or the same as before? Fall is almost mechanical, it's a hey, we're here meeting. Suggested to have it around 3:00, a lot of employees don't want to give up lunch hour and then people won't expect lunch. Usually 3<sup>rd</sup> Wednesday of the month, but open to consider other options. 16<sup>th</sup> is already full, 23<sup>rd</sup> is the middle of Celebrate. In November our meeting is on the 6<sup>th</sup>. October the 31<sup>st</sup> is benefits fair. Will try to do it November 6<sup>th</sup>. Student Union auditorium works well, Ogeechee Theatre. Rick will look at room availability, Shelley will look into refreshments. Rick will need help coming up with agenda. Will do committee reports, talk about upcoming events, and encourage people to participate. Rebecca will talk about sick-leave pool and hardship fund because those came from SAC initiatives. Do we want to use this as our meeting? We will meet in morning and then have assembly.

### Other

Celebrate is a multi-day event this year, Saturday will be Celebrate Finale with fireworks, dinner, and a band. There is a charge for Celebrate Finale, \$25 and \$5 for children and students. Advancement is underwriting a lot of it, is \$25 a lot to ask of faculty/staff or should there be a discount and what should that discount be? Some ideas are \$10 a ticket, \$20 for a family, \$25 with one free guest. General agreement is \$10 for individual, \$20 for family.

Motion to adjourn by Greg Surrette at 9:43am. Seconded by Angela Storck.