



Staff Advisory Council Meeting

December 4, 2013 9:00AM

Burnett Hall Boardroom

Meeting called to order: 9:04AM

Present:

Dr. Linda Bleicken
Rebecca Carroll
Peggy Clifton
Rick Matthews
Shelley Merrick
Laura Mills
Shannon Reddick
Angela Storck

Absent:

Laura Pallini-Bolton
Willette Stevens

Approval of the Minutes: Rick Matthews will forward minutes from October 2, 2013 and November 6, 2013 to Staff council via email. Council will approve minutes and motion to pass via email.

Treasurer Report

- Ending balance \$1730.52
- The discretionary fund – ending balance \$555.21

Committee Reports

Communications Committee

- Anyone with specific advertisement to go out to all faculty and staff, like the holiday luncheon, please specify the employee list serve rather than the staff list serve as appropriate.

Elections Committee

- The Vice Chair position is up for election
- Rebecca Carroll will pull a list of eligible employees to fill the vacant position that was held by Greg Surette.

Fundraising Committee

- Proposal for yard sale was submitted to David Carson for approval
 - Garage sale advertisement will begin in January, 2014
 - Garage sale is planned for the end of March, 2014
- Books left over from the book sale will be donated to the Live Oak Library near Savannah Mall.

Outreach/Special Events Committee

- Toys for tots campaign was successful
- Christmas luncheon will be December 13th, 12 p.m. to 2p.m.
- Dr. Bleicken will speak at the beginning of the luncheon
- Donations for Humane Society will be excepted at the luncheon
- There will be two serving lines at the luncheon
- Suggestions for staff coverage during luncheon
 - Rotation of staff
 - Broadcast
 - Student worker cover for staff

- Directors of department cover for staff

Staff Development and Welfare Committee

- A plan will be developed for the Spring

Old Business

- Planning for 2014-2015
 - A plan for documents. How SAC handled the book sale, Toys for tots or any planned event
 - Centralize documents by using google Docs
 - Generate ideas for future through google Docs
 - Review what worked during the Fall, 2013
 - Angela Storck will upload documents on the drive and start folders for different committees
- Shelly Merrick met with Lee Davis regarding SAC by-laws
 - Lee Davis reviewed entire document
 - Staff Council is to be very concern about the well-being of University
 - SAC to look at the big picture in everything council is doing because it affects the University
 - Strategic goal is suggested to be in the document
 - Document is to meet needs and be easy for people to serve
 - Documents should not have strict guidelines
 - A lot of duplications is currently in document
 - A lot of progress was made in meeting with Lee Davis and Shelley Merrick
 - Document needs to be fine tune
 - Meeting to be scheduled with Lee Davis, Shelley Merrick, Rick Matthews and Rebecca Carroll

New Business

- Discussion of combining Fall break and Thanksgiving holiday
 - Academic calendar changes
 - Give students a full week for Thanksgiving break
 - Vacation flexibility for staff
 - No perceived effect on AASU staff
- **Vice Chair Election**
 - Angela Stork nominated Shannon Reddick for Vice Chair
 - Laura Mills nominated Peggy Clifton for Vice Chair
 - Laura Mills will send out Survey Monkey survey to voting members

Motion to adjourn meeting: Shannon Reddick made a motion to adjourn the meeting. Peggy Clifton seconded the motion. Meeting adjourned at 9:46 a.m.