Meeting called to order: 9:00 a.m.

Present: Anne-Marie Grayson
         Carol Lightle
         Rick Matthews
         Shelley Merrick
         Laura Mills
         Laura Pallini-Bolton
         Shannon Reddick
         Angela Storck

Absent: Rebecca Carroll
        Peggy Clifton

Approval of the Minutes: The minutes from the January meeting will be sent out via email for approval.

Treasurer Report
   • Textbook Scholarship Fund Balance: 1,756.52
   • Discretionary Fund Balance: $560.25
   • There are currently 11 applications received for the Spring 2014 textbook scholarships.
   • Discussion was held to discuss whether all 11 scholarships would be granted.
     • Do we want to continue providing $50 scholarships for each person who applies or do we want to impose a limit?
     • 9 applicants in fall were approved and 1 of those 9 did not fulfill the obligations necessary to receive the scholarship.
     • The original intent of the scholarship was to grant a select amount of scholarships and to increase the amounts if funds were available to do so. $50 does not cover as much as it used to.
     • Fundraising efforts are not yielding as much money as in years past.
     • Information regarding textbook scholarships has been removed from the bylaws allowing us to make changes as necessary external to the bylaws.
     • The question was raised that, if we have enough money in our account to honor the scholarship requests as they come in, can we not grant them? Why pad our account if the money is available and that is the purpose for it?
     • After discussion, Shelley made a motion to approve all 11 applications for textbook scholarships and Shannon seconded.

Committee Reports
Communications Committee
   • The SAC Google calendar settings have been changed so that no one can accidentally delete SAC meetings and events. Only Angela.Storck@armstrong.edu and Staff.Council@armstrong.edu have editing privileges for the SAC calendar.
   • Google Drive on the SAC account has been updated with folders for each executive board position and each committee to store information and has been shared with all current council members. (Sharing privileges will have to be updated with each new election)
   • The suggestion was made by Angela to add a section to the “What’s Going on Armstrong” email newsletter on behalf of Staff Council. Angela is working with Laura Lowe to make this happen.
• Continue emailing the Staff Council email account with any announcements that are to be sent out to the greater campus community.

Elections Committee
• January 13 – nominations request was sent out.
• January 15-17 – nominations were open.
• 2 of 17 nominees accepted their respective nominations.
• Because the 2 nominees accepted and there were 2 open positions, a special election was not necessary.
• Carole Lightle and Anne-Marie Grayson accepted the positions on staff council representing Business and Finance.
• A suggestion was made to change the wording of the nomination email so that the tone was slightly less intimidating. The time commitment reflected in the email seems too intense as compared to the actual duties of the council.
• President Bleicken recommended that we include some personal quotes about what being a part of the council means to current members.
• A suggestion was made that the council representation be changed in the future to reflect “at large” members rather than a certain number of members from each division.

Fundraising Committee
• The committee is awaiting a response on the yard sale proposal.
• A meeting will be held with President Bleicken immediately following the regularly scheduled SAC meeting.

Outreach/Special Events Committee
• The committee will be participating in Treasure Savannah on March 1st.
• The committee plans to again collect donations for the Humane Society during the Thank You Picnic on the Lawn in late spring. It is always well supported.
• Thank You Picnic Date is TBD

Staff Development and Welfare Committee
• The workshops are not very well attended; maybe we should attempt to produce a video that staff could watch and participate in online at their own convenience.
• A suggestion was made for the creation of an Armstrong SAC YouTube channel that could be devoted to uploaded videos and seminars.
• A suggestion was made to reduce the length of SAC informational emails in favor of more eye-catching marketing pieces.

Old Business
• The meeting minutes from January’s meeting will be sent out for approval via email.

New Business
• The employee hardship fund process was discussed.
• Employee grievance committee – Nominations were recently made and will routinely need to be made during the July meeting each year; officers of the staff council will gather together to select nominees from the list of eligible applicants.
• Spring Assembly
• Shelley will meet with Trina to select a date; dates in April are limited and we need to ensure we do not overlap any important university events.
• It is suggested that we look at our yearly calendar and attempt to work out a few years in advance to select dates for assemblies and other recurring SAC events.
• A suggestion was made to create an ad hoc committee for decision making regarding some of these topics listed above.

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