Staff Advisory Council Meeting
Minutes of March 6, 2014
Student Union, Skidaway Room, 9:00AM

The meeting was called to order at 9:01 a.m.

Present:
Rebecca Carroll
Anne-Marie Grayson
Carol Lightle
Rick Matthews
Laura Mills
Laura Pallini-Bolton
Shannon Reddick

Absent:
Peggy Clifton
Shelley Merrick
Angela Storck

Guests:
Mirari Elcoro
Jacqueline Stepherson

Approval of the Minutes: The January 2014 minutes were approved. In addition, the February 2014 minutes were approved with one correction: date was changed to reflect correct meeting date.

Treasurer Report:
- Staff Textbook Scholarship Fund balance: $1502.61.
- Discretionary Fund balance: $555.25
- Staff Textbook Scholarship:
  - Ten applicants for the Staff Textbook Scholarship were approved; however, two recipients backed out. A total of $227.91 has been awarded for the spring 2014 semester.
  - Three applications have been received for the spring 2014 flex-term and they are currently under review.

Committee Reports:

Communications Committee
- No update

Elections Committee
- No update

Fundraising Committee
- The proposal for the Yard Sale is currently under review in the President’s Office.
  - Since the committee has not yet received approval to move forward with the Yard Sale, they agreed to hold the Yard Sale at a later date. Receiving the approval at this point would not allow enough time to execute the project by March 29, 2014, which was the planned date to hold the fundraiser.
- A Gigi’s Cupcake fundraiser is planned to be held during the month of April.
  - Fundraiser details will be shared with Mr. Carson to confirm that we are not violating the Sodexo contract.
  - Gigi’s Cupcakes will sell us boxes of twelve mini cupcakes at a reduced price so that we can then sell the boxes to faculty, staff and students for a profit. Cupcakes will be sold at the following rates: 1 box of 12 mini cupcakes - $20.00; 2 boxes of cupcakes (24 total) - $35.00; 1 individual mini cupcake - $2.00.
○ All boxes will be pre-sold using an online form. In addition, a booth will be set up in the Student Union for pre-sales. Cash and credit will be accepted.
○ An email will be sent to parents regarding the fundraiser allowing them to purchase boxes of cupcakes for their students living on campus. Any purchases made by parents will be communicated to the students so that they know to pick their cupcakes up on distribution day.
○ Gigi’s will deliver cupcakes to campus on distribution day.
○ Distribution will be held Wednesday, April 30, 2014, in the Student Union from 11 a.m. – 2 p.m.

Outreach/Special Events Committee
• Thank You Picnic on the Lawn is scheduled for May 2014. Chairs, Peggy Clifton and Shannon Reddick, will follow up with Shelley Merrick to determine date, layout, and marketing.
• A donation drive for Safe Shelter will be held in conjunction with the Thank You Picnic on the Lawn.

Staff Development and Welfare Committee
• Chair, Rick Matthews, will be recruiting for help with the committee.
• Anne-Marie Grayson agreed to serve on the committee.

Bylaws Review:
• Bylaws are ready for review.
• An ad-hoc meeting will be scheduled to discuss changes.

Spring Assembly:
• The Spring Assembly will be held Thursday, May 1, 2014.

New Business:

Domestic Partner Benefits
• Mirari Elcoro, Chair of Faculty Welfare Committee, discussed a proposal for extending employee benefits to domestic partners.
• A four question survey will be sent out to benefitted employees to determine who would elect to extend benefits to a domestic partner.
  ○ Survey participation will help approximate university costs.
  ○ Survey will define “domestic partner” as well as explain voluntary benefits versus health benefits.
• Extending domestic partner benefits aligns with diversity values of the university. In addition, extending benefits to domestic partners is valuable in the recruitment and retention of high quality faculty and staff.

Faculty and Staff Compensation Study
• Jacqueline Stepherson, Assistant Director, Human Resources, provided an update regarding the faculty and staff compensation study.
  ○ Human Resources worked to make sure that every employee has a job description on file.
  ○ Armstrong has contracted with consultant, Philip Blank, to review employee compensation. Both regional and national data will be reviewed.
- The salary study should be completed mid to late April. At that time, the consultant will present a summary to the President’s Cabinet and make a recommendation.
- A Human Resources representative will provide a summary to the council.
- Eventually, all positions will be classified using the band system, which is strictly based on what the job is worth in the market.

- Rebecca Carrol discussed the possible 1% merit based raise.
  - If Armstrong receives money for salary increases and it is based on merit, then each department will receive a 1% pot of money to distribute.
  - Merit based raises are tied to performance evaluation, which means that an employee could receive more than 1% or possibly less. Poor performance would result in no raise.
  - Merit based raises are completely separate from salary studies.

Applied Physics Major
- Bill Baird, Faculty Senate President and Associate Professor of Physics, contacted both the Staff Council and the Student Government Association concerning the proposed deactivation and deletion of the applied physics major.
- Chair, Rick Matthews, will respond to request.

Meeting adjourned at 10:00 a.m.