

## **Staff Advisory Council Meeting**

**Monday, April 2, 2012**

### **In Attendance:**

Susan Hacker (President's Office), Vice Chairman – Second Term  
Michael Smoose (Business & Finance), Secretary – First Term  
Sheryl Powell (Academic Affairs), Treasurer – Second Term  
Megan Feasel (Student Affairs) – First Term  
Tracy Gregory (Business & Finance) – First Term  
Carly Hallman (Advancement ) – First Term  
Rebecca Carroll (HR Rep)

### **Not In Attendance**

Mario Incorvaia (Academic Affairs), Chairman – Second Term  
Jennifer Incorvaia (Business & Finance) – First Term

Susan Hacker called the meeting to order at 8:36 AM

Michael motioned to approve the March meeting minutes.  
Sheryl Powell second  
March minutes were unanimously approved with corrections

### **Old Business**

#### **Employee Emergency Assistance Fund**

The authors of the fund decided to include faculty in the assistance fund. Suggestion was made to table the vote until the May meeting when the full Staff Council is in attendance.

### **Committee Reports**

#### **Spring Picnic - Special Events/Outreach**

The picnic date has been approved by the President. The President's Office will provide main dish, paper items, etc. Staff are asked to bring a side dish and an item for donation to the Salvation Army. Carly has completed the poster and it is going to be passed onto the President's Office for approval. Bringing a side dish or donation is not a requirement for attending the Spring Picnic, but it is greatly suggested.

Jennifer has the boxes for the donation items to the Salvation Army.

Michael will get prizes from the bookstore and raffle tickets will be given to any staff member who brings an item for the Salvation Army.

### **Elections**

Staff members are continuing to accept nominations. Nominations will remain open until the end of April. Staff members will also be urged to put in nominations at the Spring Assembly.

Elections will be held in the month of May. New members should be on board for the transition at the June meeting.

**Recycling Update**

Mario and Susan had a meeting with the President about recycling. Wednesday will be the charge meeting.

**Spring Assembly**

We are looking to having a meeting before the Spring Assembly to discuss the final details. Susan will send out a Doodle to get a good time to meet to finalize the assembly agenda.

**Savannah Sand Gnats**

Michael met with Rick Matthews and Scott Joyner in advancement about an Armstrong Night at the Sand Gnats. Rick and Scott were going to talk to Dr. Keith Betts on getting Student Affairs involved as well. Date would most likely be in August right around the time when the students are back in school.

Jessica spoke with Rick about Staff Council and Advancement partnering on other events in the future to increase staff attendance.

**New Business**

Proposal to change the date of May meeting. No changes. May staff council meeting is scheduled for the same day as Energy Bus luncheon.

**Announcements**

Lunch and Learn – Next one is scheduled for Tuesday and May 22<sup>nd</sup>. June 6 is up in the air. Dress for success may get moved to June.

Energy Bus Luncheon – May 2

Next meeting is May 2 at 8:30 a.m.

Meeting adjourned at 9:00 am

## **Staff Advisory Council – April 2012 Committee Reports**

### **Outreach Committee Report**

Preparations have been made for a donation drive benefiting the Salvation Army to coincide with the upcoming Spring Picnic.

Initial meetings have occurred to discuss our efforts with The Matthew Freeman Project: Pens and Paper for Peace. We have a vision that this can be not only a one-time, staff event, but instead, a campus wide Armstrong initiative and partnership.

### **Communications Committee Report**

Continued updating of the Staff Council Website.

### **Elections Committee Report**

Nomination surveys were sent to the staff members in each of the three divisions with vacancies. Each survey provided a list of staff members in that division who are eligible to serve. An announcement was made at Spring Assembly on April 18<sup>th</sup> that the nomination period was still open until April 30<sup>th</sup>, and the following nominees were presented:

#### President's Office/Academic Affairs (2 vacancies):

Roger Butler, Admissions

Anna Mach, Admissions

Shannon Vo, Advisement

Allison Scott, College of Education

Cynthia Graves, College of Science and Tech

Tracee Hickman, Financial Aid

Samantha Hutto, Financial Aid

Shelley Merrick, President's Office

Robby Dittmann, Registrar

Laura Pallini, Registrar

(Note: Stephanie Whaley was presented at Assembly as a nominee, but she has since declined.)

#### Business and Finance (1 vacancy):

Anne-Marie Grayson, ID Card Services

Greg Surette, ID Card Services

Lee Williams, Financial Services

John Bennett, University Police

Joseph Peny, University Police

#### Student Affairs (1 vacancy):

John Johnson, Housing

Tracey Dunn, Testing Services

A survey will be sent to all staff members on May 1<sup>st</sup>, to allow people to cast their votes for the nominees named above. The instructions to the survey will include a reminder that only one person can serve from each office. The survey will close May 7<sup>th</sup>. Rebecca Carroll will audit the results, and then the winners will be announced.

## **Staff Development and Welfare Committee Report**

### **Lunch 'n Learns:**

- All Lunch 'n Learn sessions will be offered both online and in person, and archived on SAC's website. Mario has written guidelines to be distributed to all speakers, and has made them available to committee members through Google Docs.
- Six workshops (ten sessions) were held Nov-April. Archived links are posted (with the exception of John Mitchell's session).
- One topic will be offered each month through the end of the spring semester, based on results of survey:
  1. May session scheduled for May 22<sup>nd</sup>. To be coordinated by Tracy. Topics to include How to be a Leader with Diana Morrison, Advertising Specialty Services, and Bill Kelso on Identifying Personality Types for Your Office.
  2. Dress for Success on a Budget session re-scheduled for June 7<sup>th</sup>. To be coordinated by Julie Gerbsch. Speakers will be Erin Ebert (fashion columnist for Savannah Morning News) and Reeshemah Johnson.
  3. Final FY12 session scheduled for June 26<sup>th</sup>. To be coordinated by Mario. Topic will be Disaster/Survival Guide. Speakers will be a representative from CEMA (general guidelines), and Wayne Willcox (guidelines specific to Armstrong).
- Postcard was created, similar to the Faculty Lecture Series, and distributed to all staff.
- Speakers bureau on civic engagement – Jason Tatlock will be organizing at least fifteen speakers for the spring semester as part of the SPARC (strategic planning) grant that he was awarded. He will be looking for volunteers, to include staff members as well as people they may know from the local community.

### **Other projects under development:**

- Staff hardship fund – Grace and Peggy drafted proposal of how this fund could operate, which includes definition of a hardship and application procedures for requesting funds.
- Staff-to-staff relief – Jessica is in the process of identifying departments with busy periods and brainstorming ways to show support (e.g., bringing snacks). Once complete, she will reach out to staff to announce this initiative as an on-campus volunteer opportunity.
- Staff discount card – Nan Davis contacted Al Harris to inquire about the student discount card and discovered that these vendors should be extending these discounts to staff.
- Resource webpage, staff newsletter – To be coordinated with the Communications Committee.
- Armstrong Walks! Nan Davis has posted maps of walking routes on the Rec & Wellness website. Jessica has built a Facebook page that can be used for staff interested in the noon walks on campus to re-connect. Mario will coordinate with the Communications Committee to link this page to other SAC pages that might be built.
- Online wellness program (KEAS or similar) – Nan is in the process of contacting Bainbridge and West Georgia regarding their experience with KEAS, and researching possible grants or other funding opportunities.