

Staff Advisory Council Meeting  
Wednesday, August 1, 2012

**In Attendance:**

Shelley Merrick, Chair (President's Office/Academic Affairs) – First Term  
Jessica Weaver (Business & Finance), Vice Chair – Second Term  
Jennifer Incorvaia (President's Office/Academic Affairs), Treasurer – Second Term  
Michael Smoose (Business & Finance) – Second Term  
Carly Hallman (Advancement ) – Second Term  
Robby Dittmann (President's Office/Academic Affairs) – First Term  
Joe Peny (Business & Finance) – First Term

**Not In Attendance**

Tracy Gregory (Business & Finance) – Second Term

**Also In Attendance**

Dr. Linda Bleicken

Shelley Merrick called the meeting to order at 8:35 a.m.

Michael Smoose moved to approve minutes from July meeting. Jessica Weaver second. Unanimously approved with any corrections.

Dr. Bleicken thanked the Council for volunteering its time to serve and offered her support for the Council during the 2012-13 term.

**Committee Reports**

**Staff Development & Welfare** – No Report

**Special Events** – No Report

**Fundraising** – Jennifer Incorvaia reported that there have been five applications for the book scholarship. The committee will meet to award the scholarships. There is enough money in the fund to award all five applicants. In a typical year there have only been one or two.

There was discussion on having Human Resources include the book scholarship information when they send out the emails for Tuition Assistance Program (TAP).

Shelley asked Jennifer to include a Treasure's report at each meeting in the future.

The question was asked if the money in the scholarship fund is strictly for scholarships or could be used for other Council needs. Jessica found in the by-laws that the money is strictly for the book scholarship.

**Outreach** – No Report

**Communications** – An email was sent out on July 27 to the entire staff with the annual Staff Council Report.

**Elections** – A special election needs to be held to fill Tracey Dunn’s vacated position. Jessica has emailed HR for a list of eligible staff members in Student Affairs, but has not gotten that list.

**Bylaws Ad Hoc** – No Report

### **Old Business**

#### **Bill Kelso Retreat**

Shelley had handouts from the retreat that showed the Council’s past accomplishments, agreed upon initiatives for 2012-13, guidelines for Robert’s Rules of Order and Meeting Management.

The Council initiatives for 2012-13 will focus on Inclusiveness, Concern for Fellow Human Beings and Civic Engagement.

#### **Matthew Freeman Pens & Paper For Peace**

- Shelley spoke with Rebecca about the project and through it would be a good initiative for the Council.
- It was agreed that Council wants the initiative to be more than just a month of donating items. Council wants to make it more of an Armstrong initiative with Presidential approval and involvement from Student Government Association and Faculty Senate.
- There was discussion about raising money for a scholarship for the Matthew Freeman organization or Complete Georgia. Scholarship could be used to match or boost a scholarship for Matthew Freeman or Complete Georgia if the student attends Armstrong. Also could be used to bolster an existing scholarship on campus for a veteran or student with military ties.
- Scholarship could be tied into SPARC to help with student retention and graduation.
- Could have a possible tie in with Follett’s as well as Staples or Office Max.
- Looking to have a meeting with other constituents on campus about how to move the initiative forward.

Robby moved to table the discussion on this topic until we get an Outreach Committee report on the meeting with other constituents on campus. Jessica second motion. Unanimously approved.

#### **SGA Shadowing**

Shelley will meet with Kwame Phillips on the SGA Shadowing program. Proposal was to shadow Council members during the summer, but Shelley will discuss with Kwame a better time when there is more Council activity.

### **Collection of Books for Book Sale**

Members of Council have been asked about donating books for the book sale at Celebrate. Joe Peny will check with Deputy Chief of Police, Wynn Sullivan, on storing the books at the Police Station again this year until Celebrate.

### **New Business**

#### **Hardship Fund**

- Susan Hacker gave a draft of the proposal for the Hardship Fund to HR. When Rebecca returns she will review the material and meet with Lee Davis on making sure the language is correct.
- Once language is correct, Council will have an opportunity to review the proposal before it is sent to the President's Council for their approval.

#### **Armstrong Ambassadors**

- Staff Council would help support HR with the initiative.
- Shelley will work with Rebecca on putting together the proposal.
- Funding for the program is one of the hurdles.

#### **Next Meeting**

Wednesday, September 5, 2012 at 8:30 p.m.

Michael moved to adjourn the meeting. Robbie Second. Unanimously approved.  
Meeting was adjourned at 9:30 a.m.