

Staff Advisory Council Meeting 1.5.12

In Attendance:

Mario Incorvaia (Academic Affairs), Chairman – Second Term
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 (one-year term only)
Tracy Gregory (Business & Finance) – First Term
Carly Hallman (Advancement) – First Term
Jennifer Incorvaia (Business & Finance) – First Term
Jessica Weaver (Business & Finance) – First Term
Rebecca Carroll (HR Rep)

Not In Attendance

Mario Incorvaia called the meeting to order at 8:37 am.

Old Business

Michael Smoose moved that the minutes and committee reports from the December meeting be approved with corrections. Jessica Weaver second. Corrections to the notes were to be emailed to Michael. Unanimous vote to approve with corrections.

New Business

Dr. Bleicken stopped by the meeting briefly, but could not stay for an extended period.

Ad Hoc Committees

During the December meeting it was suggested that Staff Council may want to form ad hoc committees to address a few issues. The ad hoc committees would not have to be chaired by a Staff Council member. The topic was tabled at the December meeting until the January meeting.

Mario suggested three committees:

- 1) By Laws Committee – oversee Staff Council bylaw revisions.
- 2) USG Staff Council - purpose of this committee would be to keep them on our radar, us on theirs and honor our commitment to USG Staff Council. Susan Hacker will chair committee.
- 3) Makin’ Maroon Green – This committee was originally started by Frank Twum-Barimah. Carly Hallman suggested that Staff Council get the ball rolling on this committee and turn it over to a non-Staff Council member. There needs to be an education piece to show the benefits of recycling. Potential committee members: Trish Hallman, Melanie Mirande and Dave Roberts.

Spring Assembly

Potential Agenda/Message:

Sheryl Powell: Get the staff members who are up for election to Staff Council to speak, but also leave the nomination period open longer.

Michael: Use the spring assembly to promote Staff Council accomplishments from the fall.

Jessica: We need to market ourselves sooner than staff assembly; there is concern from other staff that we don't have the power to get things accomplished; we need to look for more administrative support for staff development.

Sheryl: There is a misconception of Staff Council's role in terms of getting raises, advocating for the staff, etc.

The question was asked, how can we let the staff know what we can and can't do? We need to find a way of explaining to staff members that our role is an advisory body to the administration. We can advocate for policy changes, more professional development, salary studies, etc. We have put forth suggestions on all of these topics in the past year alone. Only the administration, however, has the authority to make the final decisions on these matters.

Volunteerism

There was a lot of discussion on what is the staff's role when it comes to volunteerism. Based on the SPARC Strategic Goal No. 5 there was talk of staff being allowed to perform community /volunteer service during work hours without taking leave. Rebecca Carroll raised a concern as to the feasibility of this idea, with regards to staff and federal laws and guidelines. There was a motion to have a broad discussion with President Bleicken on volunteerism and the administration's expectations for the staff. Motion passed unanimously.

Elections

Information Technology Services (ITS) has been reclassified from Business and Finance to the President's Office. Election Committee will need to look at how this reclassification affects upcoming elections.

For this year's elections we will use Survey Monkey instead of Cove. The Election Committee will work with ITS on the new format.

Lunch and Learn

Megan Feasel is conducting this month's Lunch and Learn on January 17.

Next Meeting - Wednesday, February 8.

Meeting was adjourned at 9:42 a.m.

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Staff Advisory Council – January 2012 Committee Reports

Elections Committee Report:

This year, the combined unit of the President's Office/Academic Affairs will have two vacancies, the unit of Student Affairs will have one vacancy, and the unit of Business & Finance will have one vacancy. Also, due to the re-structuring of ITS, Jennifer Incorvaia (who currently represents Business & Finance) will represent the President's Office/Academic Affairs as of the second year of her term, which begins July 2012.

Notification of these vacancies needs to be sent to the staff members in these divisions by Friday, March 16th (one month prior to Spring Assembly). Susan will compile lists of current staff members as well as staff members eligible for nomination for these divisions, and will coordinate the exact timing of these announcements with the Communications Committee. Ben Page from ITS will develop a survey using Survey Monkey that will be used to collect the votes.

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 will make them available to committee members through Google Docs.
- Three workshops (six sessions) were held in Nov, Dec, and Jan. Archived links are posted.
- One topic will be offered each month through the end of the spring semester, based on results of survey:
 1. February session scheduled for February 29th. To be coordinated by Grace Fleming and Peggy Clifton. Speakers will be Grace on Misbehavior in Savannah History, and possibly another speaker to be determined on Ghost Hunting.
 2. March session scheduled for March 13th. To be coordinated by Julie Gerbsch. Speakers will be Erin Ebert (fashion columnist for Savannah Morning News) and Reeshemah Johnson. Topic will be Dress for Success on a Budget.
 3. Second March session tentatively scheduled for March 27th. To be coordinated by Susan and Mario. Speakers will be John Mitchell on Dealing with Conflict in Relationships, and Bill Kelso on Identifying Personality Types for Your Office.
 4. April session tentatively scheduled for April 10th. To be coordinated by Peggy Clifton. Topics to include Life after Work / Retirement Options, and Ways to Volunteer within the Community (possibly with Chris Nowicki or Jason Tatlock). Potential to co-sponsor with Jason Tatlock and his speakers bureau (see details below).
 5. May session scheduled for May 22nd. To be coordinated by Tracy. Topics to include How to be a Leader, and Teaching Staff How to Interview for Higher Level Positions (possibly with Liz Wilson).
 6. June session scheduled for June 26th. 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).

Consider publicizing remaining sessions by creating a postcard, similar to the Faculty Lecture Series.

- 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-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 hardship fund – Grace and Peggy will draft proposal of how this fund could operate, to include definition of a hardship and application procedures for requesting funds.
- 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 – Mario will coordinate with the Communications Committee and prepare drafts of both.
- 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.'

Communications Committee Report:

- New website menu and design developed
- The Special Initiative page on the Staff Council website will be expanded with additional Staff efforts. We'll need committees to submit their own Special Initiatives and descriptions so that Communications Committee can add them to the website.
- Staff Resource center will be added to the website.
- FB and Twitter pages are launched in sync with the website updates. A content calendar will be developed by Communication Committee which will include staff announcements, updates, birthday, kudos, etc. Suggestions and additions for this calendar are requested from the council and staff at large.