

STAFF ADVISORY COUNCIL
Wednesday, January 6, 2010
President's Board Room
Meeting Minutes

"Let this coming year be better than all the others. Vow to do some of the things you've always wanted to do but couldn't find the time...Don't abandon your old old fashioned principles. They never go out of style".
~ Ann Landers

Frank Twum-Barimah called the meeting to order at 8:40 a.m.

Attendance at Meeting		
Name	Representative/Department	Term
1. Frank Twum-Barimah	Student Affairs / Housing – Compass Point	2008-2010
2. Corine Ackerson-Jones	Academic Affairs / College of Health Professions	2009-2011
3. Barry Davis	Business & Finance / Plant Operations	2009-2011
4. Mary Ellen Donatelli	Academic Affairs / Early Childhood Education	2008-2010
5. Tracey Dunn	Business & Finance / Business & Finance	2009-2011
6. Laura Harris	External Affairs / Donor Relations	2009-2011
7. Chad Jackson	President's Staff / Sports Marketing	2008-2010
8. Donna Kaplan	Academic Affairs / Registrar's Office	2009-2011
9. Rebecca Carroll	Director of Human Resources, ex-officio member	
10. Jill Phongsas		
Absent from Meeting - approved		
Michael Cross	Academic Affairs / CIS	2008-2010

TOPIC
<p>I. Old Business</p> <ul style="list-style-type: none"> • Approval of Minutes – December 2, 2009 <p>Donna Kaplan offered a motion to approve the SAC minutes. Tracey Dunn seconded the motion. All approved.</p> <ul style="list-style-type: none"> • Accomplishments <p>Frank addressed SAC's accomplishments thus far:</p> <ul style="list-style-type: none"> ➤ August – Great retreat with Mr. Kelso ➤ September – we had a great assembly meeting with a lot of participation ➤ October – book drive brought in the most money; great camaraderie with GA Power; Makin' Maroon Green is still running; Adopt-a-Can campaign between SGA and Biology Club, there are twelve cans on campus; furlough fun pack-3 people received so far; offered one Lunch & Learn session and five more this semester ➤ November – Toys for Tots campaign with Marine Corp

Great job over the last few months. Don't lose track of the goals we set; only four months left this semester.

II. New Business

None

• Committees/Officer Reports

1. Communication: *Chad and Mary Ellen*

Chad placed the Toys for Tots photo on Flickr with Dr. Bleicken and the Marine Corp. Will put in campus newspaper. Received one email, forwarded to Jill regarding the talent show. Mary Ellen will now send the minutes to Sue Ryczkowski to be placed on the HR website. Donna to contact Rebecca to have access to website to add photo gallery.

2. Special Events: *Kara and Jill*

Jill updated us on the following:

- **Furlough Fun Packages**
We need to solicit more businesses, on our next agenda.
- **March of Dimes**
Change for Change being solicited on campus.
- **Talent Showcase**
 1. Friday, January 29, 2010, 7:00 p.m. in MCC
 2. Placed posters around campus. Committee will be meeting and will pass out more fliers around campus and dorms.
 3. As long as one person is Armstrong faculty, staff or student, they can perform.

3. Staff Development and Welfare: *Corine and Donna*

Donna emailed everyone this morning regarding the January 12th Lunch & Learn, *Fiscal Fitness: Getting out of Debt* in UH 156. Donna also talked about a Mobile Mammography unit from St. Joseph/Candler. This was done here before, but stopped. They could do once a quarter, two times a year, or more. Must pre-register, do one every 15 minutes. Results sent via mail or phone. Can put out fliers with information. Several points and questions touched upon:

- They notify your physician
- How many would this impact?
- Outreach to community?
- Ask the females that you are close to if they would go?
- From 9:00 AM – 4:00 PM, they must be scheduled, Rx not required. Will bring more details to next meeting.
- May want to pass this project on to Human Resources
- Possibly do a buddy check system as WSAV does?
- Maybe next SAC may take this project on.

4. Fundraising and Outreach: *Laura and Corine*

Scholarships – 14 applications received; after checking with Willette in HR, we eliminated three.

Awarded eleven - \$50 scholarships for a total of \$550. We have a balance of approximately \$800. Laura will email those not qualified the reason they could not receive a scholarship this semester.

March of Dimes – March for babies. Kick-off breakfast on January 21st, teams in place to attend. Some people from AASU participated last year on their own. We have two teams as of today: (1) Compass Point; (2) External Affairs

Union Mission – To be discussed at next meeting.

Updates from Rebecca: Two employees were in dire need of financial assistance this Christmas. We can not do cash advances, the departments helped the employees. What can we do as a University system? We could set up a Foundation account strictly for employees in financial need and donors can be solicited or university employees can donate to fund. As a whole effort, we are the first campus community to do the sick leave pool. Look at SLP and write a policy and procedure for acceptance by university. I approached Frank and asked if the SAC can do this project. Georgia does not do anything; goggled US-wide and Australia to see what other schools have done. We need to write up quickly and give to President Bleicken for approval. Corine and Donna offered to help Frank write-up the policy and procedures for financial funding.

Corine Ackerson-Jones offered a motion to work on a policy to offer funding to faculty or staff in need. Laura Harris seconded the motion. All approved.

Dr. Bleicken spoke to us about a customized training program regarding AASU's values, vision and student success. Bill Kelso will be meeting with some people regarding input and the training should start around the first of February. Mandatory for all staff and there will be two-4 hour sessions. Ethics training and what is most important to student success.

President Bleicken inquired what the University policy is for sharing and not sharing information to University faculty and staff in regards to a death of an employee or family member. University is looking into this and will have a policy in place by next meeting. If a staff member, Secretary of SAC or someone else designated would send a card.

III. Any Other Business

- Beth Crovatt is doing another Read Aloud at East Broad Elementary this Friday. Chad stated he and some coaches will be joining Beth.

IV. Announcements

- None

Frank adjourned the meeting at 9:33 a.m.

Next Meeting Dates

Date	Time:	Location:
February 3	8:30 a.m. – 9:30 a.m.	Burnett Hall Board Room
March 3		
April 7		

Respectfully submitted,

Mary Ellen Donatelli