



Armstrong Atlantic State University
Minutes of the Staff Advisory Council
Wednesday, February 7, 2007

Present: Jonnie Chandler, Peggy Witherow, Brian Dawsey, Peggy Williams, Betsy Ray, Scott Gilreath, Noot Tisdale, Ginger Smith, Rebecca Carroll (ex-officio)

Absent: Peter Mastopoulos (excused absence)

The members of the Staff Advisory Council met at 1:00 p.m. in Burnett Hall President's Conference Room

Prior to the start of the Staff Advisory Council meeting, Laura Webb, Vice President of Community Education at Savannah's Union Mission, gave a presentation of the volunteer opportunities and the needs of the homeless. The Staff Advisory Council is sponsoring the spring service project to help collect donations for Union Mission.

The February meeting of the Staff Advisory Council was called to order at 1:35 p.m., on Wednesday, February 7, 2007. Betsy Ray, Vice-Chair, presided in the absence of Peter Mastopoulos, Chair.

I: Copies of the January 3, 2007, minutes were distributed to the Council and approved.

II: Committee Reports

Communications Committee

Ginger Smith stated that Gail Rountree from External Affairs sent an email to congratulate the Staff Advisory Council of the two Staff Textbook Scholarship winners. Ginger plans to meet with her committee to organize a calendar of events for Staff Development Topic Selection and will email the Council for approval.

Staff Welfare Committee

Scott Gilreath briefly mentioned the Staff Welfare Committee would like to make the 'You Made Me Smile' appreciation program more available to everyone on campus so that it can be taken advantage of. Scott will speak with Fern Illidge in Human Resources to request forms to be sent to all departments for availability. Rebecca Carroll is looking into having photographs of Administrators available to view on the HR website. She will give the committee an updated report of its progress at the March meeting.

Special Events Committee

Peggy Williams briefly stated that between the months of February to March, the spring service project will be in effect and will have a campus-wide collection of clothing (i.e. jackets, coats, sweaters, underwear and socks) shoes, and blankets to deliver to the Union Mission. A motion was made, seconded, and approved to begin the spring service project in support of Union Mission.

III: Old Business

Staff Textbook Scholarship Procedures

Scott Gilreath will email the members of the Staff Advisory Council the Staff Textbook Scholarship Procedures so that we may discuss it at the March Council meeting.

Bylaw Revisions Proposal

Jonnie Chandler mentioned that the department list (Appendix A of Bylaws) does not need Assembly approval. The list is an administrative matter and is provided by Human Resources per the bylaws.

IV: New Business

Staff Development Event Topic and Date Selection

Ginger Smith and Rebecca Carroll will work on the event topic and date selection for staff development and will give the Council an update at the March meeting.

Staff Volunteer Service to the Community Award

After some discussion, a motion was made, seconded, and approved to table the discussion until the March meeting in order to summarize ideas and suggestions to the award proposal.

V: University Report from Human Resource Director, Rebecca Carroll

Status of *Spirit of Armstrong Award* approval

Rebecca Carroll mentioned that President Jones loved the title of the new staff award, *Spirit of Armstrong Award*. The timeline and criteria of the award will be similar to the Staff Member of The Year Award. Both awards will be housed in the Office of Human Resources.

VI: Announcements

Memorandum of Understanding

Peggy Witherow briefly mentioned the Memorandum of Understanding (MOU) for AASU Staff Advisory Council Discretionary Funds Account. Peggy met with Gail Rountree in External Affairs and has officially established the new account. A copy of the MOU was given to each of the Council members.

Sympathy/Get Well Soon Cards

The Staff Advisory Council sent a sympathy card to Latrelle Rogers of the Business Office for the loss of her husband, Lloyd Rogers and a Get Well Soon card was sent to David Faircloth of Plant Operations.

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Peggy Williams, Secretary

Next Council Meeting
**Wednesday, March 7, 2007 at 1:00 p.m. in Burnett Hall President's
Conference Room**

Attachment (s): Memorandum of Understanding (MOU) for AASU Staff Advisory Council Discretionary Funds Account, Handouts from Laura Webb.

Web site questions: There were no questions submitted to the web site.