

Staff Advisory Council Meeting Wednesday, February 8, 2012

In Attendance:

Mario Incorvaia (President's Office/Academic Affairs), Chair – Second Term
Susan Hacker (President's Office/Academic Affairs), Vice Chair – 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) – ex-officio

Not In Attendance

Also In Attendance

Dr. Amy Heaston
Dr. Sarah Plaspohl

Mario Incorvaia called the meeting to order at 8:33 am.

Old Business

Meagan Feasel moved that the minutes and committee reports from the December meeting be approved with corrections. Sheryl Powell seconded. Corrections to the notes are to be emailed to Michael. Unanimous vote to approve with corrections.

Tobacco Control Task Force Update

- There have been mixed reaction to the announcement.
- The next step is to start planning implementation of the policy, which won't go into effect until August 1, 2012.
- Staff Council will be instrumental in the implementation as it involves all of our departments. The Tobacco Task Force has already working with many different departments on campus.
- There won't be a lot of meetings, just each department doing their part.
- The Tobacco Task Force Website (http://www.armstrong.edu/About/special_initiatives/about_tobacco-free_campus) has a lot of information, including FAQs.

Coffee & Conversation with Dr. Heaston

The Energy Bus

Dr. Bleicken first learned of The Energy Bus when the women's soccer team celebrated a victory. After learning how the book helped the team, Dr. Bleicken purchased the book, read it and gave copies to the President's Cabinet. Dr. Bleicken had soccer coach Eric Faulconer talk to the President's Cabinet about the book.

One Vice President has purchased the book for his directors and another is having coach Faulconer talk to a larger group of staff.

During the President's Cabinet discussion, the question was asked if the book could be used by other staff and it was suggested to see if Staff Council would be interested in reading the book.

Dr. Heaston noted that there are no expectations from the President's Cabinet for Staff Council to read the book and disseminate the information, just for personal development. Dr. Heaston would set up a lunch in the spring for the Staff Council to discuss the book with Dr. Bleicken.

Even if the Staff Council doesn't read the book, Dr. Heaston suggested having coach Faulconer come in to talk about the book.

Staff Council unanimously voted to read the book and discuss with Dr. Bleicken.

Hr Initiatives - Building a Better U and New Performance Evaluation Tools

- Rebecca provided talking points on the history of both initiatives.
- If Staff Council members get any questions we can forward them to Rebecca since it's an HR Initiative.
- Evaluations will be done at the same time of the year (March) but the form has been updated – last revision was nine years ago – to reflect best practices and aligned with SPARC.
- Evaluations are a chance for supervisors to find out what staff members' goals are and how the supervisors can help their staff members reach their goals.
- Supervisors have to look at any areas where an employee receives a rating of "needs improvement" to find resources to improve that area with Building a Better U. When a supervisor rates a staff member as "need improvement," the supervisor has to identify how he/she is going to help the employee improve.
- This is an opportunity for supervisors and their direct reports to talk about what they want to work on.

Ad Hoc Committees

Michael will chair the bylaws committee.

If we change the bylaws to reflect the change of ITS to the President's Office for spring assembly we would have to delay the elections until the summer – as was the case last year. The other option is to not change the bylaws based on the shift of ITS and then make the change later in the year. The new changes would then be voted on during the fall assembly.

Michael suggested leaving the election in April to get new members acclimated to Staff Council so the transition is so abrupt. This would give Staff Council more time to plan in the next school year in the summer

Along those lines Mario said we could invite the new members to the May meeting to get them acclimated.

Maroon To Green

There is some Staff/Faculty support for a recycling committee. There is a student organization looking to reform the committee with an advisor.

Mario met with Marc Mascolo about sustaining the committee so that when members of the committee leave campus, the committee doesn't die out like it did after Frank Twum-Barimah

left. Mario emphasized, and Marc agreed, that there needs to be a top down emphasis on the continuation of the committee.

New Business

QEP

Jessica Weaver brought up having staff participation in Quality Enhancement Plan. Jessica has been in discussion with Jewel Anderson on what kind of interaction Staff Council could have with the QEP. Mario and Jessica will meet to share information and potentially have it be part of a future meeting.

Lunch & Learn

Next session is scheduled for Feb. 29. Misbehavior and Savannah Ghost Stories, presented by Grace Fleming.

Julie Gerbsch suggested doing a post card once all the L&L dates are set. Rebecca said to get with marketing on a design and some cost. Rebecca will check HR budget.

Melissa Fay Greene lecture

Mark Finlay has asked for Staff Council's help in promoting the lecture.

Savannah Winds.

The President's Cabinet is asking for anyone who can purchase tickets to the event to attend in order to boost support and show the Savannah Music Festival that Armstrong groups belong in the festival.

The concert is March 26 at the Lucas Theatre. It's the first time an Armstrong group has been asked to participate in the Savannah Music Festival.

Meeting adjourned at 9:41 a.m.

Staff Advisory Council – February 2012 Committee Reports

Outreach Committee Report

Committee met to discuss this semester's initiatives. Our intention is to organize a campus wide clean up, organize some opportunities to help serve at a local homeless shelter, complete a foo/dish drive at our spring staff event, and begin plans for an early Fall 'Pens & Paper for Peace' (Mathew Freeman Project) drive. We are currently in the research phase and will meet again shortly to discuss our findings and next steps.

Communications Committee Report

Staff Council updates have been consistently made to the website. Facebook and Twitter feeds are also set up and running.

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 will be sent to the staff members in these three 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.

Staff Development and Welfare Committee Report February 27, 2012

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.
- Four workshops (seven sessions) were held in Nov, Dec, Jan, and Feb. Archived links are posted.
- One topic will be offered each month, based on results of Fall survey:
 1. 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.
 2. Second March session 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.
 3. April session 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).
 4. May session scheduled for May 22nd. Coordinated by Tracy. Topics to include How to be a Leader, & Teaching Staff How to Interview for Higher Level Positions (possibly Liz Wilson)

5. 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).
- 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. Questions under consideration:
 1. Should the fund be staff only, or inclusive of faculty? A staff-only model would replicate the staff textbook scholarship. However, an employee model may be easier to develop.
 2. Do we want to adopt Rebecca's suggestion of 3 voting members, with her being an additional, non-voting member? An idea put forth was to go with this model, but have a person in reserve who could vote if it was necessary.
 3. How do we direct applicants to community resources? Do we want to rely on our community person to help us with this? In which case, we need to prioritize identifying that person. Or should we proceed with this on our own, in which case we could contact John Mitchell in Counseling Services and Public Health folks?
 4. How should the reimbursement be handled? There is a preference toward paying the debt directly as appropriate, but that can be varied on a case by case basis.
- 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 – 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 contacting Bainbridge and West Georgia regarding their KEAS experience and researching grants or other funding opportunities.

Armstrong Atlantic State University

Minutes of the Staff Advisory Council Meeting

February 22, 2012

President's Boardroom, Burnett Hall

2:00pm

<i>Name</i>	<i>Representative/Department</i>
Linda Bleicken	President
Amy Heaston	Chief of Staff
Mario Incorvaia	SAC Chair
Susan Hacker	SAC Vice Chair
Rebecca Carroll	Ex-officio member of SAC / Director of Human Resources

Purpose of Meeting

Mario explained that he had requested this meeting in the spirit of continuing the open dialogue between SAC and the President. To begin, he provided updates on some of SAC's recent initiatives:

- Makin' Maroon Green
 - Mario announced that this initiative is still prominently displayed on Armstrong's website, despite the fact that little action has been taken related to this initiative in the past few years. Presented with the option of removing its presence from the website or reviving it, SAC members expressed interest in the latter option. Mario reached out to Marc Mascolo, the AVP of Business and Finance, and David Roberts, the Environmental Services Coordinator, in order to identify next steps that needed to be taken to get this initiative up and running again.
 - The President expressed her support of revisiting this initiative. She stated that she had several recent conversations on this topic with faculty members and that David Carson, VP of Business and Finance, had similar conversations with students.
 - Discussion commenced regarding how to proceed. The President recommended in pulling together representatives from SAC, Faculty Senate, and SGA, and that this should be done before the end of spring semester, in order to avoid waiting until summer when faculty may not be on campus. The Chief of Staff also mentioned that other constituents should be included, namely Sodexo, as they have expressed interest in recycling programs. It was agreed that this group should meet among themselves and then seek endorsement of their proposed actions from the President, rather than the President charging them formally. Mario volunteered to call the first meeting of this group.

- Spring Picnic
 - Mario announced that Megan Feasel, Chair of the Special Events Committee, would like to proceed with planning a potluck on May 15th, in the same manner as the holiday potluck.

- The President approved this plan and agreed to fund the hotdogs, hamburgers, drinks and set-up for the event. Staff will be asked to bring side dishes.
- Lunch 'n Learn
 - Susan announced that Lunch 'n Learns had been scheduled for the remainder of the spring semester and shared the postcard that had been recently distributed to all staff with this calendar.
 - Susan also announced that the ability to offer these workshops online with the assistance of Kristen Betts had improved attendance.
- Staff Emergency Assistance Fund
 - Mario announced that members of the Staff Development and Welfare Committee had drafted a proposal for a Foundation account to be used for staff who experience personal hardships.
 - Rebecca expressed her interest in including faculty by using “employee” and not “staff” in the name. She also recommended that a community member, potentially a clergy-person, should be included in the process, as this person would have knowledge of additional resources in the community to which applicants can be referred. Rebecca also suggested that payments should be made on an employee’s behalf, and not directly to an employee. She stated that she had contacted Cam Regan, the Foundation Controller, to inquire about the feasibility of this idea.
 - Mario expressed interest in having this fund established by the beginning of fall semester, so that donations could be solicited at that time. Also, Rebecca recommended that it would be beneficial to have funds available by the holiday season, as this is the time of year that she receives numerous requests from staff for financial assistance. Mario expressed interest in seeking a “seed” donation to jump-start the fund, so that using the fund would not have to be delayed until the balance could be built up through fund-raisers.
 - Mario stated that he would forward these recommendations to the authors of the draft.
- Utilization of Staff Members’ Time during Work Hours
 - Mario introduced the topic of finding ways to engage staff members in activities outside their normal job duties, such as volunteering and attending campus-wide events. It was generally agreed that this is a many-faceted issue that must be addressed on a case-by-case basis.
 - To provide a case in point, Mario stated that some SAC members have had difficulty attending the monthly SAC meetings. Susan stated that this problem also extends to SAC committees, and that it is often difficult to schedule meetings so that all members can attend.
 - The President stated that she would communicate with the Vice Presidents to express her support of staff members engaging in University service, and to explain that this service includes SAC activities, in the same manner that serving on the Faculty Senate qualifies as University service for faculty members. The Chief of Staff recommended that chairs of the SAC committees should advertise the fact that membership in the committee does not have to be an extensive time commitment. For example, if committee meetings are only held once per month and events planned by those committees are limited to one or two per year, than this should be made clear to potential members.