

Armstrong Atlantic State University  
Minutes of the Staff Advisory Council Meeting  
February 9, 2011  
President's Board Room, Burnett Hall  
8:30 a.m.

Meeting called to order at 8:30 a.m. in the President's Board Room.  
Presiding: Mario Incorvaia

**Attendance at Meeting**

<i>Name</i>	<i>Representative/Department</i>	<i>Term</i>
Barry Davis	Business & Finance/Plant Operations	2009-2011
Mario Incorvaia	Academic Affairs/Art, Music, Theatre	2010-2012
Susan Hacker	President's Staff/Internal Auditor	2010-2012
Laura Harris	Office of Advancement/Donor Relations	2009-2011
Sheryl Powell	Academic Affairs/Psychology	2010-2012
Leona Humphries	Academic Affairs/LLC	2009-2011
Kara Greene	Student Affairs/Testing Services	2010-2012
Tracey Dunn	Business & Finance/Financial Services	2009-2011
Rebecca Carroll	Director of Human Resources/Ex-Officio Member	

**Absent From Meeting**

Corine Ackerson-Jones

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The meeting called to order at 8:30 a.m. Vice-Chair, Mario Incorvaia presiding.

The meeting agenda was distributed, a motion was moved and second to approve the agenda.

Previous meeting minutes were reviewed for accuracy, a motion was moved and second to approved meeting minutes.

**Reminders:** Lunch-n-Learn will be Friday, February 11<sup>th</sup>, 12 noon; email distributed to staff. In order to better enhance the Lunch-n-Learn sessions; follow-ups will be done after each session to guide participants in continued learning. Please continue to encourage staff to take advantage of the opportunity of Lunch-n-Learns.

A survey of The Employee Resources Assistance Program and Lunch-n-Learn will be produced to be placed on the SAC's webpage before Spring Assembly to gather feedback of Staff.

"So You Think You Have Talent" Showcase will be held on Friday, February 15, 2011 beginning at 7pm in the Student Union Ogeechee Theatre.

There are nine acts with an intermission performance by Armstrong's Gospel Choir. Bottled water will be provided along with popcorn by Regal Cinemas. Gift cards have been donated and will be given as door prizes to attendees.

Each SAC's member is asked to wear an "Armstrong" shirt to be in uniformity during the Talent Show.

### **Fundraising**

Four Textbook Scholarships of \$50 were given to Spring semester Staff recipients; balance of \$536.00 in the Textbook Scholarship Fund remains.

Dave Roberts, Shelly Merrick, and Loren Johnson will be contacted to meet concerning the continuing of Making Maroon Green initiative by a committee member.

### **Elections Committee**

SAC's members will be receiving a doodle invitation to schedule a meeting to complete the By-Laws changes before the Staff Assembly, on Wednesday, April 20, 2011. The April 6<sup>th</sup> meeting has been designated to present the finalization of the proposed changes to the Staff Advisory Council By-Laws which will be presented to the Staff during the April 20<sup>th</sup> Assembly.

### **Outreach Committee**

Community Service has been directed toward Homecoming Week with the pet food drive for the Humane Society, and Friends of Cats. There are nine locations for pet food drop off.

Saturday, February 19<sup>th</sup>, Jill Phongsa will present the Humane Society a check, in pounds, during half-time of the donations collected.

Committee Chair will meet with other member of the committee to discuss the Hosea Feed the Homeless initiative.

## **Communications Committee**

Emails have gone out to the employees and students in reference to the Pet Food Drive and also the Talent Showcase. Shannon Mastopoulos in Human Resources has updated the SAC's webpage of upcoming events. Katherine Arntzen from Media Relations will be attending the events to photograph events for SAC's.

### **Additional Announcements:**

During the month of March, the Customer Service Initiative will be communicated throughout campus to all Staff. This will detail the 2 ½ hour sessions of customer service requirements. Plant Operations and the Armstrong Police Department will be given alternative sessions to accommodate their areas.

The Customer Service session will be designed to voluntarily sign up but the goal will be to engage different departments in each session to gain knowledge of the different areas and also develop working relationships throughout campus.

The Staff Advisory Council has been asked to formulate a "Casual Day" dress code to present to the President for review.

Secretary, Kara Greene will follow-up with USG concerning the quarterly meetings schedule.

Meeting adjourned 9:40 a.m

Respectfully submitted,

Tracey Dunn

