



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

**Present:** Jonnie Chandler, Peggy Witherow, Brian Dawsey, Peter Mastopoulos, Betsy Ray, Scott Gilreath, Ginger Smith, Rebecca Carroll (ex-officio)

**Absent:** Peggy Williams and Noot Tisdale (excused absences)

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

The March meeting of the Staff Advisory Council was called to order at 1:15 p.m., on Wednesday, March 7, 2007.

I: Copies of the February 7, 2007, minutes were distributed to the Council and approved.

II: Committee Reports

Before beginning discussion of the issue of staff development, Pete Mastopoulos reminded everyone that the Staff Advisory Council (SAC) is an advisory body which should not become overburdened with administrative tasks which would be passed on to future Staff Advisory Council members.

Pete further stated that all SAC initiatives should follow the same path in the approval process. The task of the Staff Advisory Council is to research and develop initiatives which can be presented to senior administrators for approval at AASU. The task of managing approved programs should be given to a department with the manpower and resources available to maintain its integrity and properly administer it.

Staff Welfare Committee

Ginger Smith will develop a proposal for Staff Development which can be presented at the next SAC meeting and then submitted for approval at the May Staff Meeting. It would then go to Dr. Jones for approval.

After a brief discussion of when to schedule the first staff development event, the decision was made to table the discussion until the proposal for staff development is presented to Dr. Jones.

Communications Committee

Ginger Smith stated that no email has been received through the SAC web page and no modifications were made since the last meeting.

### Special Events Committee

Peggy Witherow announced that the Have A Heart Service Project will end on March 15<sup>th</sup>. A campus wide email will be sent to remind everyone of the deadline and ask once more for donations.

### Election Committee

Betsy Ray discussed the poor response by staff to the request sent recently to nominate new members to the SAC. All members agreed that the election process is awkward and time consuming and that the by-laws regarding election of SAC members must be changed before the election for 2008-2009. Suggestions were made regarding ways to simplify the process and the discussion was tabled until after the upcoming election.

## III: Old Business

### Staff Textbook Scholarship Procedures

Jonnie Chandler presented the proposed change in procedures regarding administration of the Staff Textbook Scholarship which was approved.

## IV: New Business

### Staff Development Event Topic and Date Selection

Scott Gilreath stated that the suggested idea for staff mentoring initiative has received much attention from staff members and there is a great deal of interest in this proposed program. Though staff mentoring is a separate initiative from staff development, it must be approved by Dr. Jones. The final proposal will be ready for SAC approval in April and will then be presented to Dr. Jones.

Pete Mastopoulos reminded members that though the groundwork has been set for proposals to be presented to Dr. Jones, it might be awhile before we see them bear fruit. He thanked everyone for all their hard work on development of ideas this year.

### Staff Volunteer Service to the Community Award

Discussion was held regarding the Staff Award for Volunteer Service to the Community. This award will be presented for the first time at the 2008 Leadership Awards program. The selection committees for this award, for the Staff Member of the Year Award, and the Spirit of Armstrong Award will be the same and will be determined by Human Resources. No member will be chosen from the community to serve on the selection committee. One check for \$500 will be presented to the non-profit organization chosen by the winner of the Staff Volunteer of the Year; it will not be split between several organizations.

A vote was taken regarding the requirement that nominees/winners must work at AASU for at least 2 years before becoming eligible to win the Staff Award for Volunteer Service; the requirement was approved by a majority of those voting.

V: Announcements

Thank you Card

A thank you card was sent to Laura Webb at Union Mission for her time that she contributed to discuss the organization with the Council.

Staff Assembly

The Staff Assembly meeting will be held Wednesday, April 18 at 3:00 p.m. in University Hall, room 158.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Peggy Williams, Secretary

<p style="text-align: center;"><b><u>Next Council Meeting</u></b> <b>Wednesday, April 4, 2007 at 1:00 p.m. in Burnett Hall President's Conference Room</b></p>
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**Attachment (s):** Nomination letter with ballots, Textbook Scholarship Proposed Procedure

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