

## **Staff Advisory Council Meeting**

**Wednesday, March 7, 2012**

### **In Attendance:**

Mario Incorvaia (Academic Affairs), Chairman – Second Term  
Susan Hacker (President's Office), Vice Chairman – Second Term  
Michael Smoose (Business & Finance), Secretary – First Term  
Sheryl Powell (Academic Affairs), Treasurer – Second Term  
Megan Feasel (Student Affairs) – First Term  
Tracy Gregory (Business & Finance) – First Term  
Carly Hallman (Advancement ) – First Term  
Jennifer Incorvaia (Business & Finance) – First Term  
Jessica Weaver (Business & Finance) – First Term  
Janet (HR Rep)

Mario Incorvaia called the meeting to order at 8:38 a.m.

Megan Feasel moved to approve the February minutes.

Sheryl Powell seconded the motion.

Unanimously approved.

Old Business

### **Staff Assistance Fund**

Staff development committee is working on putting together the requirements for the Staff Assistance Fund. There are some details that still need to be hashed out.

Mario and Susan Hacker floated the idea during meeting with Dr. Bleicken & Dr. Heaston.

Program is modeled after the sick leave pool, which staff council proposed six years ago.

If we were to endow the fund it would take a significant amount of money.

Not just financially, but also for other needs – counseling, etc.

The main issue is who should be eligible for the program? Rebecca Carroll suggested opening it up to faculty members. The staff development committee suggested going with the text book model, which would make it just for staff. Administration would prefer it open to all employees. Another issue is whether it is open to just full time employees or if part time are included.

Pro: Including all employees would provide a wide range of employees to grow the pool of money. Donations to the foundation are tax deductible.

Con: Staff council's mission is to put forth initiatives for staff members. Opening it up to all employees would get away from that mission.

Average payout range would be \$300-800.

A motion was put forward to support a model that considers having the faculty in the relief fund. Vote was unanimous to consider supporting. Vote will be sent to the committee and they will work on the fund's details.

### **Recycling Update**

President Bleicken asked Mario to form a recycling committee. She wants it to be an example of shared governance by including faculty senate and student government. Committee has been formed. First meeting will be March 8. President has asked to have something by the end of the semester. The committee will be targeting Earth Day (April 22) for an announcement/event.

Faculty Senate passed a resolution supporting recycling on campus.

SGA is reforming its green committee.

A faculty member is helping a student group, separate from SGA, get organized.

### **Spring Assembly**

Date is set for April 18 at 10:30-11:30 a.m. in the student union ballroom.

Mario will send out a rough draft of the assembly format to the Council.

Deadline for election announcement is March 16. We will use Staff assembly to promote the elections and leave them open through the end of April.

### **New Business**

Sand Gnats Game

Michael will work with advancement about the possible of helping fund. Will also speak with group sales manager. Mario will also talk to Rebecca about funding from the school/subsidizing.

### **Text book Scholarship**

Sheryl Powell reported that the current balance in the book fund is \$1424.00. Two staff members received benefit of \$50 each for the spring semester.

Deadline for summer scholarship is April 15. Sheryl will convene the textbook committee to look into raising the award amount.

### **Announcements**

Lunch and Learn - Dress for success on a budget.

L&L are averaging 18-20 participants on line – compared to less than 10 last year.

Energy Bus Luncheon – May 2

Next meeting is April 4 at 8:30 a.m.

Meeting adjourned at 9:34 am

## **Staff Advisory Council – March 2012 Committee Reports**

### **Outreach Committee Report**

We have met and decided upon our main spring effort. We will be working with the special events committee to execute a donation drive benefiting the Salvation Army that coincides with the Armstrong Spring Picnic. In addition, we have done some leg work on potential future efforts including Pens & Paper for peace, as well as ongoing staff involvement opportunities like campus cleanup and Feed the Hungry.

### **Communications Committee Report**

Web and email updated and announcements have maintained consistent. Our FB and Twitter pages are still up and running well.

### **Special Events Committee Report**

The Armstrong Spring Picnic was approved by President Bleicken. President Bleicken and the President's cabinet will be providing plates, napkins, silverware, cups, ice, dessert plates, hamburgers, hot dogs, buns, and veggie burgers. They will also provide lettuce, tomatoes, onion, sweet tea, un-sweet tea, and water.

### **The date is set for Tuesday May 15<sup>th</sup>, 2012 from 11am-1pm**

The grassy area in front of the Student Union is reserved for us along with Ballroom A,B and C in case of bad weather.

Plant Operations will deliver the table and chairs to the front of the Student Union and Chris Norwicki's team will set up the tables. We have 14 round tables delivered with 14 chairs for each table.

All employees will bring side dishes and desserts to share. Everyone must bring their own serving utensils (Sodexo will have extra in case we need them)

Carly will design the flier and print the flier out while Megan and her recreation staff will distribute the fliers around campus. Megan will print off extra fliers and send them out to all staff members in their campus mailbox.

The Special Events committee is composed of:

- Megan Feasel
- Michael Smoose
- Jennifer Heyward
- Cynthia Graves
- Carly Hallman
- John Johnson
- Amy Fraser
- Jennifer Incorvaia

The committee will meet to divide up the contact list of all employees at Armstrong and as a team we will all communicate the event and make sure it is marketed.

## **Elections Committee Report**

Surveys were sent to the staff members in each of the three divisions with vacancies. Each survey provided a list of staff members in that division who are eligible to serve. These surveys will be open until April 30<sup>th</sup>, so that an announcement can be made at Spring Assembly on the 18<sup>th</sup> that the nomination period is still open for another week and a half.

Also, it was recommended that the Bylaws be revised to limit membership to the Director level or below, so that VPs and AVPs would not be eligible to serve. If a VP or AVP were to accept a nomination to serve, this would inevitably result in a disproportionate level of representation among the divisions.

A slide show will be prepared for Spring Assembly, to allow staff members to put a face to each name. Because the nominees contacted so far are not interested in speaking, the Vice Chair will call their names during the slide show so that they can wave from their seats, rather than inviting them to the podium.

## **Staff Development and Welfare Committee Report**

### **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 through the end of the spring semester, based on results of survey:
  1. March session scheduled for March 27<sup>th</sup>. Speaker will be John Mitchell on Dealing with Conflict in Relationships.
  2. April session scheduled for April 10<sup>th</sup>. To be coordinated by Peggy Clifton. Topics to include Life after Work / Retirement Options with Cindi Doyle, Travel Consultant with Williamsburg American Express Travel, and Ways to Volunteer within the Community with Kim Fritz, HandsOn Savannah. Potential to co-sponsor with Jason Tatlock and his speakers bureau (see details below).
  3. May session scheduled for May 22<sup>nd</sup>. To be coordinated by Tracy. Topics to include How to be a Leader with Diana Morrison, Advertising Specialty Services, and (tentatively) Bill Kelso on Identifying Personality Types for Your Office.
  4. Dress for Success on a Budget session tentatively re-scheduled for June 6<sup>th</sup>. To be coordinated by Julie Gerbsch. Speakers will be Erin Ebert (fashion columnist for Savannah Morning News) and Reeshemah Johnson.
  5. Final FY12 session scheduled for June 26<sup>th</sup>. 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 in the process of contacting Bainbridge and West Georgia regarding their experience with KEAS, and researching possible grants or other funding opportunities.