

Minutes of the Staff Advisory Council
Wednesday, April 2, 2008

Present: Scott Gilreath, Brian Dawsey, Fern Illidge, Chris McCarthy, Carlita Carter, Amelia Castilian-Moore, Peggy Witherow, Rebecca Carroll (ex-officio)

Absent: Leona Avey

Guests: none

The members of the Staff Advisory Council met at 10:00 a.m. in the President's Conference Room.

The March meeting of the Staff Advisory Council was called to order at 10:10 a.m.

I. Old Business

A. Approval of Minutes

The minutes of the March 5th meeting were approved via email and posted online.

II. New Business

A. Committee Reports

1. Communications Committee

Scott Gilreath inquired about the SAC email. Amelia Castilian-Moore confirmed that there had been nothing new.

2. Special Events

Brian Dawsey verified that boxes had been shipped and arrived in Iraq. Our monies were well-spent, and write-ups in the eArmstrong and Savannah Morning News were well-received. Scott Gilreath thanked everyone for the part they played in the success of Operation Armstrong Cares.

3. Staff Welfare & Development

Carlita Carter and Chris McCarthy sent an email regarding Staff Mentor and Development Programs. Details will be announced at the Staff Assembly on April 16.

Scott Gilreath thanked Carlita Carter and Chris McCarthy for the time and effort put into the Staff Development Proposal.

B. Textbook Scholarship Deadlines

Scott Gilreath suggested a deadline of May 3, 2008 for applications for the Textbook Scholarship Applications. The website was updated with past winners and a link to print the application. Reminders will be sent via email from the Communications Committee.

C. Responsibilities for April 16th / Election Update

Scott Gilreath asked for outlines from each committee by April 9 so that an agenda can be put together. Dr. Jones will be speaking at the beginning of the Assembly.

D. Amendment Vote for Procedural Change

The Council discussed several options regarding how to hold the General and Special Elections in accordance with the Bylaws. Because the two elections cannot be held simultaneously, the Council must have Staff members vote for each election at different times. It was decided that elections would be held towards the end of the Assembly, beginning with the General Election, followed by the Bylaws Amendment vote, and ending with the Special Election. A sample ballot will be sent out to staff members prior to the Assembly.

E. Peggy Witherow Item

Peggy Witherow asked the Council to consider three items:

- (1) Nominees should have the opportunity to speak to Staff members briefly before elections are held. Peggy Witherow emphasized that some of the nominees may want to have a chance to present themselves to Staff members before they vote.
- (2) Regarding small catastrophes on campus that may involve our own staff members, Peggy Witherow asked the Council if the SAC should contribute with a small donation to help in these instances. Scott Gilreath suggested that the next Council consider adding a Staff Foundation Account for such occurrences.
- (3) Peggy Witherow urged the Council to take more care in the future as to how we allow the SAC name to be used in regards to Special Events and Service Projects. The concern is that caution should always be used when the SAC is approached with suggestions regarding projects; and if the Council adopts the idea, it should be with the clear understanding that the SAC will retain control of every facet of the project, including all correspondence and email sent, flyers, newspaper articles and pictures. The Council unanimously agreed.

Chris McCarthy suggested involving more staff members in order to generate ideas for projects in the future.

Scott Gilreath suggested that the Special Events Committee should have more members in charge, or having one person on the Council to review projects and ideas in the future; perhaps a Special Events Coordinator?

The Council took a few moments to discuss the Council Legacy, both as a whole and individually. Peggy Witherow named her legacy as the Book Booth; Brian Dawsey named recognition of staff on campus as his legacy. Scott Gilreath encouraged next year's members to revisit the Council Mission and decide "what are we here for?" Our job is not to fix things – we are an *advisory* board, and we make sure the correct information is disseminated and point staff members in the right direction. The Council members were asked to look again at the Bylaws:

Article II. PURPOSE: The purpose of the Council at Armstrong Atlantic State University is to represent staff employees by increasing communication and involving the staff in the decision making process of the University, thus promoting a positive and collaborative work environment. Responsibilities of the Council shall be as follows:

- 1. Establish a sense of identity, recognition, and worth of each staff member in his/her relationship to the University*
- 2. Serve as a representative advisory council, identify concerns related to staff, and seek solutions*
- 3. Act as an advocate for the University staff by bringing their concerns to the attention of the appropriate body and following through to resolution*
- 4. Provide a channel for communication of interests, concerns, and issues that affect staff*
- 5. Identify and recommend the need for development and/or modification of University policies directly affecting staff members*
- 6. Suggest and promote activities that provide employees the opportunity to build informal relationships, thus aiding improved communication among staff and faculty members*
- 7. Integrate the staff into existing University affairs*
- 8. Create a stronger bond among the staff through promoting and supporting appropriate university initiatives.*

III. Announcements

The SAC Staff Assembly will be April 16 at 3:00 p.m. in University Hall 158.

The next meeting will be May 7, at 10:00 a.m. in the President's Conference Room.

The meeting was adjourned at 11:47 a.m.

Respectfully Submitted,
Fern Illidge, Secretary