

**Minutes of the Staff Assembly Meeting  
Wednesday, April 16, 2008**

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

Absent: Leona Avey

Campus Staff: approximately 45 – 50 in attendance

Guests: Dr. Jones

---

The members of the Staff Advisory Council met at 2:30 p.m. in University Hall 158.

The Spring Staff Assembly of the Staff Advisory Council was called to order at 3:06 p.m.

A. Welcome

1. Scott Gilreath thanked everyone for coming out and introduced Dr. Jones to speak to staff. Dr. Jones addressed the following items:
  - a. Construction on Abercorn and Arts Drive.
  - b. University closing on Memorial Day.
  - c. Recognition of staff/faculty for contributions on campus with end-of-the-year celebration.
  - d. the history of the Staff Advisory Council and commended on accomplishments this year. Dr. Jones listed things that were not here before the Staff Advisory Council was created: two new staff awards, the Staff Textbook Scholarship Fund, the Sick Leave Pool, Community Service Projects.

Dr. Jones concluded by thanking staff members for their support, the Staff Advisory Council for their time and dedication, and Scott Gilreath for his excellent leadership this year.

2. Scott Gilreath thanked Dr. Jones and past members of the Council; he then announced that the Staff Textbook Scholarship Fund awarded 22 recipients for the Fall Semester.

Scott Gilreath went on to name more accomplishments of the Staff Advisory Council to include the voting and Bylaws Amendments, the annual SAC meeting, and the Staff Development Program.

**B. General Election Vote**

Scott Gilreath conducted the General Election vote. Ballots were given at the door and staff members were asked at this time to vote for their choices and pass the ballots down the rows. SAC members picked up the ballots which were then given to Fern Illidge to put in a secure envelope.

**C. Communications Committee Update**

Amelia Castilian-Moore spoke briefly about the Staff Advisory Council webpage ([www.hr.armstrong.edu/sac](http://www.hr.armstrong.edu/sac)), emails ([sac@armstrong.edu](mailto:sac@armstrong.edu)), and updates made to the site this year.

Scott Gilreath encouraged staff members to utilize the SAC website and email.

**D. Staff Welfare & Development Committee Update**

Carlita Carter announced the Staff Mentor proposal initiated by Human Resources. Will begin Tuesday, May 20, 2008 (dates were provided on cards given to staff as they walked in). Details will be discussed at a later time. June 3<sup>rd</sup> is the official beginning of the program, and will help new staff as well as give existing staff a greater sense of community.

Chris McCarthy announced the Staff Development Proposal to begin with the first session Friday, May 9, 2008; and to continue the second Friday of each month. The Goal is to have a new topic developed each month.

**E. Special Events Committee Update**

Brain Dawsey thanked everyone who helped with / contributed to the Book drive this year; also, he thanked Jonnie Chandler for her work with the Spring Community Project: Operation Armstrong Cares. Donated items from this project went to Iraq, Afghanistan, and Iran to soldiers who are always in need of supplies and small tokens of appreciation. Brian Dawsey recognized and thanked staff members who volunteered their time and shared a letter from a soldier who received packages.

Scott Gilreath also thanked participants for their time.

**F. Bylaw Amendment Vote**

Carlita Carter read the proposed Bylaw change and called for a motion to approve. The motion was seconded and approved.

**G. Special Election Vote**

Scott Gilreath clarified the reason for the separate elections as ballots were passed out to vote on the vacant seat in External Affairs. Staff members were asked to then vote and pass their ballots down the row. Completed ballots were given to Fern Illidge to keep in a secure envelope.

**H. Closing Remarks**

Scott Gilreath called for any questions from the floor. Anita Mei of the Nursing Department asked if staff would be penalized for time taken to attend Staff Development Sessions on Fridays. Scott Gilreath answered that staff members would not be penalized. Rebecca Carroll added that Vice Presidents would send out reminders giving permission for staff to attend sessions without penalty. There will be RSVP required, and these sessions are supported by Dr. Jones and the Vice Presidents.

There were no additional questions. Scott Gilreath asked for staff members to go to the website and to utilize the SAC email for concerns; staff members were thanked for their attendance and participation.

The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,  
Fern Illidge, Secretary