



**Armstrong Atlantic State University**  
**Minutes of the Staff Advisory Council Assembly**  
Wednesday, April 18, 2007

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

**Campus Staff:** approximately 90-100 in attendance

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The Staff Advisory Council Assembly met at 3:00 p.m. in University Hall, room 158.

- I: Peter Mastopoulos welcomed the staff to the 2007-08 Assembly and thanked everyone for coming. Pete briefly gave a brief update of the Staff Advisory Council's accomplishments within the past year.
- The Spirit of Armstrong Award to complement the Staff Member of the Year Award was developed, approved and implemented this year.
  - The Staff Advisory Council raised \$521.00 at the AASU Buy the Book Sale for the Staff Textbook Scholarship Fund.
  - The Sick Leave Pool that was implemented last year has grown to 146 members.
  - A new Staff Fund has been established through the Armstrong Foundation to be used for special activities.
  - A brand new Staff Service to the Community Award has just been approved for implantation in 2008. \$500.00 will go to a non-profit organization of their choice. Staff members can apply or be nominated for the award.
  - Scott Gilreath represented the AASU staff at the University System of Georgia Staff Conference at Albany State.
  - May 1, 2007, is the deadline for the summer Staff Textbook Scholarship applications.
- II: Peter Mastopoulos recognized the members of the 2006-07 Council: Betsy Ray, Vice-Chair, Peggy Williams, Secretary and Co-Chair of Special Events, Scott Gilreath, Chair of Staff Welfare/Development, Ginger Smith, Chair of Communications, Brian Dawsey, Co-Chair Special Events, Noot Tisdale, Peggy Witherow, and Jonnie Chandler, Bylaws expert.
- III: Peter Mastopoulos recognized the two recipients of the staff textbook scholarship, Carolyn Tabanico, College of Education and Theresa Davis, Radiologic Sciences.
- IV: The Council bylaws with the proposed revisions were presented by Jonnie Chandler. The proposed changes are found in **Article VIII, Section B. Council Officers, Election, and Duties**

## B. Election

**Officers of the Council will be elected at the conclusion of the June meeting. The newly elected Council members shall be invited to attend the current Council's June meeting. Prior to adjournment of the June meeting, the current Chair shall ask for nominations and conduct the election for a succeeding Chair. The succeeding Chair shall conduct the election process for the next term's Vice-Chair and Secretary respectively.**

~~Officers of the Council will be elected at the July meeting each year.~~ Each representative may vote for one candidate only for each office. Candidates receiving a majority vote shall be elected to office. If no candidate receives a majority vote, a run-off election will be held between the two candidates receiving the most votes. Newly elected officers shall immediately take office and serve until the next annual election. No representative shall hold more than one office at a time. **Representatives are ineligible to succeed themselves consecutively in any one office.**

A motion was made, seconded, and approved by the staff for the amendment of **Article VIII, Section B. Council Officers, Election, and Duties** of the Bylaws.

### V: **Special Events Committee Report**

Peggy mentioned that the Staff Advisory Council raised \$521.00 at the October 2006 AASU DAY Buy the Book Sale for the Staff Textbook Scholarship Fund. Peggy thanked everyone who helped to make the Staff Advisory Council's spring service project for the Union Mission a successful event. She announced that the collection included over fifty bags of clothes, toiletries, blankets, bedding, shoes and various items. Peggy mentioned that future special events projects are in discussion and are in the planning stages as of now.

### VI: **Communication Committee Report**

Ginger Smith announced that the Staff Development Proposal is a well underway and will incorporate continuous learning for the mind, body, and spirit. A survey was administered to staff members fall 2006 and 81% of respondents indicated interest and intent to participate in a comprehensive program of this nature. She also thanked Shannon Mastopoulos, Anne Montgomery and Francisco Duque for their help on the proposal. Ginger Smith mentioned that she plans to have the Council members to review and approve at the May Council meeting so that a calendar of events for Staff Development can be implemented for the upcoming year. Ginger mentioned to everyone that there is a comment section on the Staff Advisory Council's website and would like everyone to send in comments or questions. Index cards were passed out at the beginning of the Assembly meeting for staff comments or questions.

### VII: **Staff Welfare Committee Report**

Scott Gilreath announced that the Staff Advisory Council has been working on a program that will implement a much needed mentoring program here at AASU. The proposal is in its final stages, and is ready to present to Dr. Jones for approval for implementation.

With an expected approval in the near future, the program will be placed into action as soon as possible. Scott mentioned that the purpose of the Staff Mentoring Program (SMP) is to familiarize new staff members to the AASU community. This familiarization will include helpful hints, location of job resources, and various other pieces of information that will help their integration into AASU become as smooth and enjoyable as possible. The SMP aims to partner existing “senior” staff members with one new employee in his or her own area of expertise. This partnership will allow both the Mentor and Mentee the opportunity to share work related ideas, collaborate with one another to help maximize efficiency, and the opportunity to foster professional partnerships with others inside the AASU community. As soon as the program is approved, the Staff Advisory Council will begin the process of accepting applications for individuals who may wish to serve as Mentors in this program. The application material will spell out the requirements for participation as well as contain areas for approval of participation by staff supervisors. Scott stated that this program is a great step in helping new and existing staff share information in a way never before possible, and look forward to announcing the formal kick-off of the Staff Mentoring Program in the near future.

VIII: Peter Mastopoulos announced that there is an anonymous email form available on the Staff Advisory Council’s website to send suggestions and/or comments. The SAC needs the staff’s feedback. Pete also mentioned that there is a sign up sheet for the sub-committees that will be available after the assembly if anyone would like to volunteer to serve on one or more.

IX: Peter Mastopoulos thanked everyone again for coming to the staff assembly and encouraged everyone to take interest and to and sign up for the sub-committees. Pete also encouraged everyone to support the two Staff Funds at the annual First Day event.

The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Peggy Williams, Secretary

Attachment (s):

Staff Advisory Council Assembly invitation

Staff Advisory Council Assembly Agenda

Staff Advisory Council ballots

PowerPoint of nominees

Volunteer Sheet for sub-committees