

 **Armstrong Atlantic State University****Minutes of the Staff Advisory Council Meeting****May 4, 2011****President's Boardroom, Burnett Hall****8:30 a.m.**

<i>ATTENDANCE AT MEETING</i>		
<i>Name</i>	<i>Representative/Department</i>	<i>Term</i>
1. Corine Ackerson-Jones	Academic Affairs/College of Health Professions	2009-2011
2. Tracey Dunn	Business & Finance/	2009-2011
3. Susan Hacker	President's Staff/Internal Auditor	2010-2012
4. Sheryl Powell	Academic Affairs/Psychology	2010-2012
5. Leona Humphries	Academic Affairs/LLP	2009-2011
6. Barry Davis	Business & Finance/Plant Operations	2009-2011
7. Rebecca Carroll	Director of Human Resources, ex-officio member	
<i>ABSENTEE</i>		
1. Laura Harris	Advancement	2009-2011
2. Kara R. Greene	Student Affairs/Testing Services	2010-2012
3. Mario Incorvaia	Academic Affairs/Art, Music, Theatre	2010-2012

Meeting called to order: 8:30 a.m. Chairperson Corine Ackerson-Jones presiding.

Agenda was reviewed. It was moved to accept with addition of Strategic Plan, and the move was seconded.

It was motioned and seconded to table the March 11, 2011 meeting minutes until June 2011 meeting so that President Bleicken can review budget numbers for accuracy.

Reports

Staff Welfare and Development Committee – Mario Incorvaia – In Mario's absence, Susan Hacker was asked to give the report, as a member of the committee. She did not have anything to report.

Special Events Committee – Sheryl Powell – The tentative date for the Staff Pot Luck is May 20, 2011. There was a concern that May 19 and 20 are dates of registration before Summer term begins. It was recommended that another date be proposed possibly in June. Committee members Sheryl Powell and Tracey Dunn will brainstorm dates. In response, President Bleicken offered to fund the event.

Fundraising and Outreach Committee – Laura Harris – No report

Communications Committee – Tracey Dunn – Tracey reported that she will send out email to staff members congratulating them for Staff Awards.

Elections Committee – Mario Incorvaia – In Mario's absence, Susan Hacker was asked to give the report, as a member of the committee. She said that she was aware elections ballot information had been given to IT to place on-line for voting.

Casual Apparel Committee met on Monday, May 3, 2011 to draft a proposed employee dress down day attire. Each member present received a copy of the draft. Suggestions from Armstrong staff members were included in the draft. Council members shall review and email Corine with concerns and questions. Members of this committee are Corine Ackerson Jones, Susan Hacker, Sheryl Powell and Tracey Dunn. It was motioned, seconded and approved that the proposed draft should be sent to the President's Cabinet for review. One change was noted: disclaimer on Plant Operations dress code to include jeans as this is part of their uniform.

Note: See Chair's year-end report for the proposed casual apparel policy, as submitted to the President's Cabinet for review.

Staff Assembly was held on Wednesday, April 20, 2011 in the Student Union Ogeechee Theatre. The turnout was up from Fall Assembly. Dr. Bleicken was present and spoke on the Strategic Plan. Each staff member that was present was given the opportunity to participate in a drawing to win donated items: Armstrong umbrella, t-shirts, mugs, and pens donated by the

bookstore. Also, Louis Duran from Sodexo donated six meal coupons to the drawing; the Foundation also donated items as well.

Chair's Year-End Report – A statement was made by a SAC member that she had been approached by a staff member who expressed concerns about the visibility of results that the Staff Advisory Committee has done this year. It was expressed that Staff Advisory Council has done many things, and the chair's year-end report would provide a summary of all events and accomplishments.

Announcements:

Leona Humphries announced that she will resign her position at Armstrong to pursue her degree full-time beginning Fall 2011.

Meeting adjourned at 9:30a.m.