

**Minutes of the Staff Advisory Council
Wednesday, May 7, 2008**

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

Absent: Leona Avey, Peggy Witherow

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 10:07 a.m.

I. Old Business

A. Approval of Minutes

The minutes of the April 2nd meeting were approved via email and posted online.

B. Spring Assembly Meeting

Scott Gilreath thanked everyone for their hard work on a successful Assembly meeting.

II. New Business

A. Election Update

Scott Gilreath explained that the next meeting would be dedicated to the discussion of the Election Process.

B. Committee Reports

1. Special Events

Brian Dawsey had nothing to report.

2. Communications

Amelia Castilian-Moore had nothing to report.

3. Staff Welfare & Development

Christ McCarthy inquired about the RSVP for the Staff Development Session scheduled for May 9. Rebecca Carroll emphasized the positive response to the Session and verified that attendance was doing well.

C. Textbook Scholarship Deadlines

Scott Gilreath suggested extending the deadline for Scholarship applications and asked Amelia Castilian-Moore to send an email to staff reminding them that they still have a chance to apply. The Council agreed upon extending the deadline until Monday, May 12, 2008.

D. Staff Evaluation Concern

Scott Gilreath introduced a concern regarding Staff evaluations. On Support Staff form, page 4: Personal Appearance, it states "*Consider the employee's neatness and personal hygiene appropriate to position.*" The concern is that this statement does not show up on professional or faculty evaluations. Scott Gilreath identified that this concern was not within the scope of this Council's authority. Rebecca Carroll explained that, in this particular case, Human Resources was not aware of this discrepancy and was concerned that she had not been given the opportunity to address this issue. She assured the Council that Human Resources would visit the concern, as it was not an intentional bias, but perhaps simply an oversight of revision. Rebecca Carroll urged the SAC to forward any staff concerns having to do with the functions of the office of Human Resources to her. Scott Gilreath will send a letter or email to the concerned staff member letting them know that their concerns were forwarded on to Human Resources.

There was in-depth discussion regarding the process by which Council members should forward requests / issues / concerns voiced to them by staff members. The Council stressed the importance of allowing AASU staff to continue to feel that they can bring their concerns to the Council. However, there was unanimous concern throughout the Council regarding how staff members view the role of the Staff Advisory Council; this stems from the constant flow of requests / issues / concerns that have not been brought before the proper parties prior to presenting them to the Council , and how the SAC will handle these in the future. The Staff Advisory Council acts as an Advisory Board to which petitions can be brought, and then forwards these petitions to the appropriate parties for a solution or clarification. It is *not* the role or duty of the Council to take on causes or to solve issues that are out of its scope of authority (Bylaws, Article II. 2, 3*).

Scott Gilreath will draft a procedure for the Council to review and vote for June's meeting. All agreed.

E. Staff Memorial Holiday Concern

This issue was forwarded to Human Resources for follow up. Scott Gilreath will draft a confirmation email to the concerned staff member thanking them for their email and letting them know that their concern was forwarded to Human Resources.

F. Staff Advisory Council-Sponsored Picnic

Dr. Jones has asked the Council to sponsor an end of the year picnic for staff members. The Council unanimously agreed on Thursday, May 22, 2008, from 12:00 – 2:00 p.m. There will be further discussion upon the planning of this event.

G. Election Changes

Scott Gilreath inquired about how the Council felt about an electronic voting procedure. The Council agreed that this would be the best way to vote in the future. Scott Gilreath will talk to CIS to find out how easy this would be to initiate. The Council feels that this would increase the voter turnout...however, there would need to be incentive for staff members to attend the Assembly. Brian Dawsey suggested a PowerPoint to introduce the nominees and to continue the Committee reports.

III. Announcements

The next meeting will be June 4th at 10:00 a.m. in the President's Conference Room.

The SAC Retreat will be July 8th in the Armstrong Center.

The meeting was adjourned at 11:05 a.m.

**Respectfully Submitted,
Fern Illidge, Secretary**

**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.*