



**Armstrong Atlantic State University**  
**Minutes of the Staff Advisory Council**  
Wednesday, June 6, 2007

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

New SAC members: Leona Avey, Chris McCarthy, Fern Illidge, Carlita Carter, Amelia Castilian, Linda Hansen

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The members of the Staff Advisory Council met at 9:30 a.m. in Burnett Hall Board Room on Wednesday, June 6, 2007.

The June meeting of the Staff Advisory Council was called to order at 10:05 a.m.

I: Copies of the Staff Advisory Council Meeting Minutes from May 2, 2007, were distributed to the Council and approved.

II: **Committee Reports**  
**Election Committee**

Betsy Ray passed out an election report to the new Council members.

**Communications Committee**

Ginger Smith has left the university and is no longer chair of the Communications Committee. Pete gave a report in her place. No email messages were received online. The staff development proposal was forwarded to President Jones for review/approval.

**Special Events Committee**

Brian Dawsey mentioned the Christmas card project that the special events committee discussed at its last meeting. Issues such as funding are a barrier to the project and will need to be discussed further. A motion was made to table this discussion to the July meeting. The return of the book sale for Celebrate AASU Day is being planned for October 2007. Brian will also be meeting with Reggie Cooper and Bernard MacDougall from Plant Operations to discuss an idea for a fundraising event. He will provide an update at a future meeting. A military service project is also being planned and will be discussed at the next meeting.

**Staff Welfare Committee**

Scott Gilreath stated that the staff mentoring proposal has been distributed to President Jones for his review/approval.

### Election Procedures Task Force

Of the 80+ campus units that received nomination forms for the SAC ballot last spring, only 25 units responded. The lack of response could create a situation in which there is an insufficient pool of nominees to fill SAC vacancies. A task force was formed to discuss options for the process of nominating staff to fill vacancies. Peggy Witherow passed out a form showing the current process and the two options of how to improve the process. A motion was made to table this discussion for the next meeting so that Peggy can email the Council to review and then to receive feedback.

### III: Old Business

#### A. Bylaws Revisions

1. In Article IV.C. of the Staff Advisory Council Bylaws, the word “Recruiting” is to be removed from the President’s Staff as Recruiting reports now to Enrollment Services. This change is pro forma and is based upon the university’s organizational structure; thus, not formal vote is necessary.
2. Jonnie Chandler will email the new Chair the two suggestions for review of Article VII.B. about filling vacancies. A motion was made to table the bylaw change discussion to a future Council meeting.

#### B. Future Presentation about AASU Foundation

Peggy Witherow mentioned that she would like for the Council to invite either Michael Donahue or a representative from External Affairs who can explain the importance of giving and how the Staff Advisory Council can help to support it.

### IV: New Business

#### A. Elections for New Officers

Elections for the officers of the Council were held. The officers of the Council are the Chair, Vice-Chair and Secretary. Elections were held in accordance to the Staff Advisory Council bylaws. The responsibilities of each chair were reviewed before electing an official.

A motion was made to begin elections for Chair. Chris McCarthy and Scott Gilreath were both nominated for Chair. Scott Gilreath was elected to serve as Chair for the following 2007-2008 term.

A motion was made to begin elections for Vice-Chair. Chris McCarthy and Brian Dawsey were both nominated for Vice-Chair. Brian Dawsey was elected to serve as Vice-Chair.

A motion was made to begin elections for Secretary. Fern Illidge and Peggy Witherow were both nominated for Secretary. Fern Illidge was elected to serve as Secretary.

The new officers were congratulated.

**V: Information Update from Human Resources Director, Rebecca Carroll**

- A. Rebecca informed the new Council members that the Chair of the Staff Advisory Council, Peter Mastopoulos, would be attending the President's Retreat in June 2007.
- B. The Professional Development Proposal that the Staff Advisory Council presented to President Jones is a part of the Strategic Planning Agenda for the retreat.
- C. The new member orientation will be an all day event in July for the new Council members. The retreat will be held in the morning led by Bill Kelso of Student Affairs, lunch and then the first meeting of the 2007-2008 Council will be held in the afternoon. It will either be held on Wednesday, July 11 or July 18. The new Chair, Scott Gilreath will email the members of the Council for a decision on what day the orientation should be held.

**VI: Announcements**

- A. The June 6 minutes will be sent to the current and new Council members for review via email and approval prior to the end of June.
- B. Peggy Witherow asked that a financial report of the two funds-Special Projects Fund and Staff Textbook Scholarship Fund be given throughout the year.
- C. President Jones formally recognized the outgoing Council members and thanked the council for its service during the past year.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Peggy Williams, Secretary

<p><b><u>Next Council Meeting</u></b> <b>TBA (To Be Announced) via email</b></p>
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**Attachment (s):** Present process of nominating staff to fill vacancies and options sheet, Year End Report of the Staff Advisory Council, 2006-2007 Staff Advisory Council Committees, Staff Advisory Council Election Report