

 **Armstrong Atlantic State University****Minutes of the Staff Advisory Council Meeting****June 29, 2011****President's Boardroom, Burnett Hall****8:30 a.m.**

<b><i>ATTENDANCE AT MEETING</i></b>		
<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. Barry Davis	Business & Finance/Plant Operations	2009-2011
6. Mario Incorvaia	Academic Affairs/Art, Music, Theatre	2010-2012
7. Jessica Weaver (incoming)	Business & Finance/Bursar	2011-2013
8. Trenetria "Tracy" Gregory (incoming)	Business & Finance/Plant Operations	2011-2013
9. Carly Hallman (incoming)	Advancement/Marketing	2011-2013
10. Jennifer Incorvaia (incoming)	Business & Finance/ITS	2011-2013
11. 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. Leona Humphries	Academic Affairs/LLP	2009-2011
4. Megan Feasel (incoming)	Student Affairs/Recreation and Wellness	2011-2012

\*Breakfast Provided by Dr. Linda Bleicken\*

Meeting called to order: 8:50 a.m. Chairperson Corine Ackerson-Jones presiding.

### **Old Business**

**Staff Development and Welfare Committee** – Mentorship program, Employee Resource Program, and Lunch-n-learns are the areas that were addressed during this past year. Collaboration has begun between the President’s Cabinet and Staff Advisory Council to provide professional development resources to the staff of Armstrong. Ideas proposed include a Financial Assistance Program, which will be a component of the Employee Resources Program and would address immediate personal needs for short term. The implementation of this program may use the Barter System. The idea is to use the talents of the staff members to provide the resources. This program is completing its proposal stage; more details to come.

**Special Events Committee** – Upon Kara Greene’s resignation from Armstrong, Sheryl Powell became Chair of the committee. Kara Greene provided the Chair with information to be used to complete her year-end report. The Chair reported on the accomplishments of the committee, which included the Talent Show Case, where 350+ Staff and students convened and prizes were issued based on audience vote. This has become an Armstrong Tradition.

**Fundraising and Outreach Committee** – Laura Harris, Chair of the committee, was absent, so the report was given by the Chair. The Fundraising and Outreach Committee was divided into two committees. The Fundraising Committee’s purpose is to raise money to fund the Staff Textbook Scholarship. Scholarships are funded through the sale of donated books in conjunction with “Celebrate Armstrong Day”. This year, \$637 was raised for the Textbook Scholarship Fund. A total of 14 scholarships totaling \$700 were issued to Staff members for 2010-2011.

During the spring semester, the Outreach Committee invited the Savannah Feed the Hungry organization to speak to students, staff and faculty. Other initiatives included the Matthew Freeman Project and Toys for Tots, in collaboration with CUB.

**Communications Committee** – Announcements of all the committee events throughout the year were sent via the SAC email address. The committee is looking for more efficient and effective ways to communicate to staff regarding upcoming announcements and events other than through mass emails. There is currently a site on Armstrong's webpage that has listings of all upcoming events for staff and students. The committee will consider this option in FY12.

**Elections Committee** – There were two vacant seats on Staff Advisory Council that were filled by a Special Election. The positions were filled by Sheryl Powell and Leona Humphries. A special Summer Election was held to fill the seats vacated by outgoing staff members. The new members for 2011-2012 are Trenetria "Tracy" Gregory, Megan Feasel, Jessica Davis, Carly Hallman, Jennifer Incorvaia, and one additional member to be announced upon completion of a special run-off election.

Chair presented End of Year Report.

### **New Business**

Dr. Linda Bleicken and Human Resources Director, Rebecca Carroll, provided an update on the employee salary study. Faculty members were included in the current salary study. The faculty's study is completed and will be submitted to President's Cabinet soon. There are possibly 125 faculty salary adjustments to be made.

Staff salary study has lagged due to the inclusion of Professional Staff. The 2008 study didn't include this group. In 2008, the salary study validated that each bi-weekly position was assigned to the proper pay group. This year, Department of Labor data and comparable data from sister schools will be used to ensure alignment with 2011 market trends. CUPA-HR data will be used to establish pay grades for professional positions. This data will provide a framework to enable data-driven decisions for equity adjustments.

It was expressed that there is a great concern for faculty and staff who have been employed three years or less, and those who are most likely to have experienced salary compression, and these groups should be analyzed closely. The proposed date to implement Faculty salary adjustments is August 1, 2011. The implementation of Staff adjustments is delayed due to the lengthy process of categorizing to include Professional Staff.

Dr. Bleicken stated that this is not the end but only the beginning of ensuring that staff and faculty salaries are reviewed and adjusted as budget allows.

**Additional Business:**

Dr. Bleicken presented Corine Ackerson-Jones, Barry Davis, and Tracey Dunn gifts for their 2009-2011 service to the Council.

Due to the tie that occurred in the recent elections, the present Council was asked to remain until the next meeting, July 13, 2011, which would allow time to hold a run-off election determined the winner. The Elections Committee will open the voting to all staff members to vote on the two nominees who are in the run-off. Elections Committee Chair will communicate with campus staff regarding the process and time span for voting.

The July Council meeting will be combined to include the Staff Advisory Council Retreat facilitated by Bill Kelso; 8:30-9:00 Staff Council Meeting, 9:00-noon Staff Council Retreat in the Student Union Ballroom; continental breakfast and lunch will be provided by the President.

**Approval of April's minutes:**

April Meeting Minutes Correction – It was brought to the Council's attention that Mario Incorvaia was present for April meeting. The correction was moved and seconded.

Meeting adjourned 9:30 a.m.