



**Armstrong Atlantic State University**  
**Minutes of the Staff Advisory Council**  
Wednesday, July 6, 2005

**Present:** Amy Carter, Jonnie Chandler, Fern Illidge, Peter Mastopoulos, Shannon Mastopoulos, Betsy Ray, Becky Smith, Noot Tisdale, Peggy Williams, Rebecca Carroll (ex-officio)

**Absent:** None

**Guests:** None

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The members of the Staff Advisory Council met at 1:00 p.m. in the Technology Conference Center.

- I. The first meeting of the Staff Advisory Council was called to order at 1:20 p.m. Wednesday, July 6, 2005, in the Technology Conference Center. Rebecca Carroll presided.
- II. 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. Each person nominated for an office was allowed three minutes to explain why he or she would be suitable for the position.

The following were selected as officers of the Council:

Fern Illidge, Chair  
Jonnie Chandler, Vice-Chair  
Becky Smith, Secretary

- III. Shannon Mastopoulos discussed the Staff Advisory Council web site. The web site will be housed in the "hr" virtual space; therefore, the web address will be <http://www.hr.armstrong.edu/sac>. Ms. Mastopoulos will send the test site to everyone for review.

In addition, Jonnie Chandler will review the section regarding the Staff Council in the Faculty Handbook and propose changes consistent with the current mission and goals. The Council will review proposed changes before sending the changes to Dr. Ed Thompson, Vice-President for approval.

The Council discussed adding a page to the web site that would allow people to send anonymous feedback. The Council feels that people will be more inclined to send feedback if they know that they can send information anonymously. Ms.

Mastopoulos will work with Ron Clark, Systems Administrator, to design this page.

- IV. Rebecca Carroll presented the implementation plan for the Staff Advisory Council. The Council discussed the challenges of the first election for the Staff Advisory Council. In addition, election results for the Council were given to each member. 271 employees (staff members) were eligible to vote; however, only 73 employees voted. In the future, the Council will review the bylaws and increase communication in order to increase participation among staff members.
- V. The Council discussed the format and style of the minutes to be taken at each meeting. It was agreed that persons' and/or departmental names would not be reflected in the minutes when a sensitive or controversial matter is discussed in the Council meetings. Minutes must be sent to the Council for approval before being distributed to staff. The Council will review the minutes and respond with any changes, suggestions and/or comments within twenty-four (24) hours of receiving the minutes. Minutes will be distributed to staff according to the bylaws.
- VI. The Council discussed initiatives. It was agreed that the Council should move slowly towards goals in order to minimize becoming overwhelmed with tasks and proposed initiatives. Communication will be the key to accomplishing many of the Council's goals.

Fern Illidge appointed a new committee, Communications Committee, to oversee the web site, electronic distribution of minutes, email and general advertisement of the Council. The members of the committee are Amy Carter, Shannon Mastopoulos and Betsy Ray. It was suggested that the committee design a one page flyer that includes members of the Council, contact numbers and the mission of the Council.

Other initiatives will be discussed at the next regularly scheduled Council meeting, which will be held August 3, 2005. Initiatives to be discussed include staff welfare, community building (service), social community building (events), and staff degree completion award.

- VII. A special meeting was called to plan for the Assembly meeting. The meeting will be held Friday, July 29, at 10:00 a.m. in the Technology Conference Center. Becky Smith will secure the location for the Assembly, which is scheduled for September 21, at 3:00 p.m. Refreshments will be served at the Assembly.

The meeting was adjourned at 2:53 p.m.

Respectfully submitted,

Shannon Mastopoulos