

Minutes of the Staff Advisory Council  
July 8, 2008

Members Present:

Leona Avey  
Carlita Carter  
Michael Cross  
Mary-Ellen Donatelli  
Fern Illidge  
Chris McCarthy  
Frank Twum-Barimah

Members Absent:

Terri Harris  
Chad Jackson

Guests:

None

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Meeting called to order at 1:04pm

Opening Comments:

Congratulation of new members  
Welcome of old members

**Old Business**

- Minutes approved online

**New Business**

- **Definition of Roles**

-Chair: Acts as figure Head. Will not be decision making individual.  
Respect other's opinions

-Vice-Chair: Support chair and other committee members. Act as fill-in in the event that Chair is unavailable

-Secretary: Take notes, keep committee organized, step in if Chair / Co-chair are unavailable.

-As a committee: Represent staff members. We all will server to bring issues to the table and we will seek to find a way to address

- **Mary Ellen posed a question regarding individuals concerns posed directly to members of the SAC.**

-Fern feels that there needs to be validity to the concern.

-Carlita feels that posing problem to individual, information may be lost in translation  
Consensus is to acknowledge the concern and have individual email concerns to SAC address

- **Review meeting format of agenda**

Introduction  
Minutes  
Old business  
New Business  
motions  
adjournment

- **Review of Procedures:**

Voting procedure

Meeting time:

-First Wednesday of every month, 10am

Absences:

-Let any council member know of absences so that committee is aware.

Bylaws:

-So many absences constitute dismissal, though this may not happen

- **Committees:** (Review of old committees, initiation of new committee)

1. Communications committee

-putting information out, checking SAC email  
-Fern would like to see more flyers go out

2. Special Events committees

-Explanation: overseeing, but not performing all tasks related to, special events  
members of this committee needs to be re-staffed – may be

3. Staff Dev welfare committee

-Better represent staff. Staff Development. Worked extensively with outside entity

4. Elections committee

-Will work toward e-voting  
-Need committee members (possibly CIS related)

-New committee and or officer (treasurer) proposed. Will require a change in bylaws

-New fundraising / outreach committee committee proposed

-Fern asked the floor for opinions on new officer proposition. Idea was welcomed.  
question of treasurer to automatically be head of fund-raising committee.

-Any other committee?

Chad: need for liaison with other offices?

-Issue of overlapping responsibilities between Special Events committee and fundraising raised

-Agreed that fundraiser and special events committee will work well together.

- **Call for motion as treasure to add treasurer for SAC to bylaws made.**

-All in favor, none opposed

-Article 8 of Bylaws

-Bring change of Bylaws to add treasurer to Staff. Clearly present this to staff

-Floor opened for nominations for treasurer:

Chad nominated (declined)

Leona nominated (accepted)

Mary Ellen (accepted)

-Election tied

-Voting postponed until next meeting

- **Fundraising and outreach committee motion made:**

-All in favor, none opposed

- **Assignment of committee duties:**

-Leona volunteered to stay on

-Chad volunteered as now member

-Issue has been tabled for now due to conflict with Leona being nominated for treasure and being on communications committee.

any interest in attending staff council retreat? Fern will find information and present to SAC and we will agree who will attend at a later date

- **Staff Assembly meeting planned for September**

-Agenda review of Assy meeting. Anything discussed by SAC that we want to bring to staff presented here

- **Rebecca is non-voting member of council**

- She keeps focus, scope, and direction of meetings
- Any concerns can be made to Rebecca if one is not comfortable consulting with Fern

- **New Agenda item: Initiatives**

- Floor opened for discussion on top initiative ideas
- What are the amount of initiatives that can be accomplished.
- Frank suggests that list of items in retreat task list should be divided tasks into committee. - Remaining items can be initiatives for us all to vote on.

- Initiatives:

1. Eco / Enviro
2. Nutrition (cafe improvements)
3. Fern suggests bylaws as an initiative.

- Fund and outreach

1. Walk-a-thon
2. Light the night
3. Greenbriar

- Special events:

1. Carnival
2. Fun stuff

- **Communications:**

- Frank suggests initiative to collaborate with Student senate and faculty senate
- Carlita suggests sending minutes to other governing issues

- **Staff Development and Welfare:**

- Mentoring

- **Announcements:**

- Floor agrees that we the day was very productive (in coming up with our own ideas this year as Dr. Jones has generally charged us with tasks in the past)
- Next meeting August 6 @ 10 president's conference room
- Will gather committees early
- Assignment: look into bylaws / find discrepancies

**Meeting Adjourned**