

# Armstrong Atlantic State University

## Minutes of the Staff Advisory Council Meeting

July 13, 2011

President's Boardroom, Burnett Hall

8:30 a.m.

<i>ATTENDANCE AT MEETING</i>		
<i>Name</i>	<i>Representative/Department</i>	<i>Term Ending</i>
1. Corine Ackerson-Jones (outgoing)	President's Office and Academic Affairs/College of Health Professions	FY11
2. Tracey Dunn (outgoing)	Business & Finance	FY11
3. Susan Hacker	President's Office and Academic Affairs/Internal Audit	FY12
4. Sheryl Powell	President's Office and Academic Affairs/Psychology	FY12
5. Barry Davis (outgoing)	Business & Finance/Plant Operations	FY11
6. Mario Incorvaia	President's Office and Academic Affairs/Art, Music, Theatre	FY12
7. Jessica Weaver (incoming)	Business & Finance/Bursar	FY13
8. Trenetria "Tracy" Gregory (incoming)	Business & Finance/Plant Operations	FY13
9. Carly Hallman (incoming)	Advancement/Marketing	FY13
10. Jennifer Incorvaia (incoming)	Business & Finance/ITS	FY13
11. Megan Feasel (incoming)	Student Affairs/Recreation and Wellness	FY12
12. Michael Smoose (incoming)	Business & Finance/ Athletics	FY13
13. Rebecca Carroll	Director of Human Resources, ex-officio member	N/A

<i>ABSENTEE</i>		
1. Laura Harris (outgoing)	Advancement	FY11
2. Kara R. Greene (outgoing)	Student Affairs/Testing Services	FY12
3. Leona Humphries (outgoing)	President's Office and Academic Affairs/LLP	FY11

Corine, as out-going Chair, called the meeting called to order at 8:30 a.m.

It was moved and seconded to accept the agenda as submitted.

### **Old Business**

**Approval of minutes from previous meetings** – Tracey distributed the minutes from the May 4<sup>th</sup> and June 29<sup>th</sup> meetings for review. Susan announced that she would like to propose changes to both documents, and distributed her changes for review. A few further corrections were suggested. It was moved that both of these documents be approved with the changes that had been discussed, and this move was seconded.

### **New Business**

#### **Election of Chair:**

**Chair** – Corine read the duties of the Chair from Article VIII of the Bylaws, and opened the floor for nominations for Chair. Mario and Susan were nominated, and both accepted the nominations. Corine asked for further nominations and, hearing none, closed the floor for nominations. Voting was held by closed ballot, and the ballots were counted by Corine and Rebecca. Corine announced that Mario had won the election. It was moved and seconded that Mario be accepted as the incoming Chair.

Corine adjourned the meeting at 8:50am and excused the outgoing members. Mario thanked Corine, Tracy, and Barry for their dedication during the past year. Susan took over the role of recording minutes from Tracey.

Mario called the second meeting to order at 8:55am, and explained that the purpose of this meeting was to hold elections for the remaining officers.

**Old Business** – None

### **New Business**

#### **Election of Remaining Officers:**

Vice-Chair – Mario opened the floor for nominations for Vice-Chair. Susan was nominated, and accepted the nomination. Mario asked for further nominations and, hearing none, closed the floor for nominations. As only one person had been nominated, Mario asked if those present were in agreement, and whether anyone opposed. Susan was elected unanimously. It was moved and seconded that Susan be accepted as the incoming Vice-Chair.

Secretary – Mario opened the floor for nominations for Secretary. Carly was nominated, and she inquired what was involved with this position. Mario read the duties of the secretary from Article VIII of the Bylaws. Carly declined the nomination, and explained that she was more interested in serving on the Council in a different capacity. Mario asked for further nominations and, hearing none, tabled this vote until after the Treasurer had been elected.

Treasurer – Mario opened the floor for nominations for Treasurer. Sheryl was nominated, and accepted the nomination. Mario asked for further nominations and, hearing none, closed the floor for nominations. As only one person had been nominated, Mario asked if those present were in agreement, and whether anyone opposed. Sheryl was elected unanimously. It was moved and seconded that Sheryl be accepted as the incoming Treasurer.

Mario opened the floor again for nominations for Secretary. Hearing none, Mario suggested that elections for Secretary should be tabled until the August meeting. This idea was moved and seconded. Mario asked those present to consider the duties of this office before the August meeting, and give some thought as to whether they would be interested in serving in this role.

Mario explained that all meetings are held at 8:30am on the first Wednesday of the month in the President's board room, unless there is a need to reschedule. As such, the next meeting will be held on August 3<sup>rd</sup>. Rebecca stated that she would reserve the board room.

Mario adjourned the meeting at 9:20am and asked those present to relocate to the Ballroom A of the Student Union for the annual retreat for incoming members.