



Armstrong Atlantic State University

Minutes of the Staff Advisory Council Meeting

Wednesday, July 14, 2010

President's Boardroom, Burnett Hall

8:30 a.m.

The meeting was called to order at 8:40 am in the President's Board Room.

Presiding: Corine Ackerson-Jones

ATTENDANCE AT MEETING

<i>Name</i>	<i>Representative/Department</i>	<i>Term</i>
1. Corine Ackerson-Jones	Academic Affairs/College of Health Professions	2008-2010
2. Mario Incorvaia	Academic Affairs/Art, Music, Theatre	2010-2012
3. Kara R. Greene	Student Affairs/Testing Services	2010-2012
4. Laura Harris	Office of Advancement	2009-2011
5. Tracey Dunn	Business & Finance/Business & Finance	2009-2011
6. Charita Hardy	Academic Affairs/Admissions	2010-2012
7. Susan Hacker	President's Staff/Internal Auditor	2010-2012
8. Barry Davis	Business & Finance/Plant Operations	2009-2011
5. Rebecca Carroll	Director of Human Resources, ex-officio member	

Absent from Meeting-approved

Donna Kaplan	Academic Affairs/Registrars' Office	2009-2011
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-There were additions to the minutes including adding "announcements" to the agenda.

-Susan Hacker addressed the council by providing a hand-out regarding, "Communicating University-Wide Policies and Internal Control Awareness Training." She summarized the objectives and gave an update on each.

-Corine Ackerson-Jones opened the meeting by giving an inspirational quote by Dr. Benjamin E. Mays. ***"It must be borne in mind that the tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach."***

-President Corine Ackerson-Jones, stated, "It's going to be a great year and the councils input is greatly appreciated."

-It was motioned and moved that Rebecca should be added onto the minutes even when not present for the meeting. Also, Laura Harris' office should be change from the Office of External Affairs to the Office Advancements on the minutes.

Old Business:

- Each committee including, Staff Development, Special Events, Fundraising and Outreach, and Communications shared a brief overview of their duties and accomplishment to pass onto new council members.

Committee Reports:

Staff Development and Welfare:

Corine highlighted the committee's accomplishments.

- Lunch & Learn surveys were sent out to staff.
- Large numbers were not present for most Lunch & Learns.
- The Extension Office assisted with facilitating most Lunch & Learns. It's up to the staff whether this will happen again this year.
- Mentoring was also discussed, this initiative did not take off but might be a possible to explore this year.
- Employee Assistance Program, Frank Twum-Barimah spearheaded this and might be revisited as well.

Special Events Committee:

Kara shared the accomplishments of the Special Events Committee. The Talent Showcase was biggest success for the committee. It was suggested that participation of staff in the showcase occur so that the students can see a different side of administration as well as happenings around campus.

-The Furlough Fun Pack is another initiative that was suggested to continue this upcoming year. It was a success and raised the morale of staff around campus.

Fundraising and Outreach:

- The Staff Advisory Used Book Sale raised \$633.00 this past year. 21 scholarships were given with money totaling \$1,050.
- Toys for Tots: Boxes were placed around campus. 6 boxes of toys donated and 1 outside donation (\$500)
- Toiletry Drive: Donations of toiletries were given to the Mary Magdalene House. Tracey Dunn spearheaded this initiative.
- March of Dimes: This initiative was considered "outreach" since alumni were involved.
- Scholarship Money: \$1,006.23
- Discretionary Account: \$440.24
- Textbook Scholarship: \$50 awarded to staff members who are eligible. It was discussed that there was a desire for staff who received the scholarship to be more involved and volunteer for a SAC committee.

Communications:

Chad absent from the meeting. He did a great job of monitoring the SAC communication email account. All SAC communication must go through the communications person.

New Business:

- The Matthew Freeman project: collect pens and pencils and send to Afghanistan.
- Outreach projects from last year would be a continuation for this year.
- Day of Service, September 18. Chris Nowicki and Jason Tadlock spearheading this campus-wide initiative. The council was asked to participate. Check-in is from 7:45-8:30.
- President's Inauguration, September 17. SAC asked to volunteer. The event will be held in the Student Union.
- The panel for Inauguration has not been finalized as of yet.
- Council members volunteered for the committee they would like to work on this year.
 - Mario: Staff Development and Welfare
 - Laura: Fundraising and Outreach
 - Tracey: Communications
 - Charita: Special Events Committee
 - Mario/Corine: Elections
- Each member was asked to gather individuals that they thought would be interested in helping out for their committee.

Notes:

- Elections: Laura has an elections guide ... The "By-Laws" state when elections should be done. It was suggested that Laura work with HR & CIS to have voting done through COVE.
- Rebecca: the elections committee should sit down and work HR and look at a spreadsheet of each department.
- Laura will write a description of the Treasurer and add it to the "By-Laws."
- Kara should receive all SAC textbook scholarship applications.

Meeting adjourned at 9:52 a.m.

Respectfully submitted,

Kara R. Greene

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SAC Secretary