



**Minutes of the Staff Advisory Council  
Wednesday, July 18, 2007**

**Present:** Scott Gilreath, Brian Dawsey, Fern Illidge, Leona Avey, Carlita Carter, Amelia Castilian, Linda Hansen, Chris McCarthy, Peggy Witherow, Rebecca Carroll (ex-officio)

**Absent:** None

**Guests:** Bill Kelso, Dr. Thomas Jones, Gail Rountree, Dr. Michael Donahue

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The members of the Staff Advisory Council met at 9:00 a.m. in the Technology Conference Center on Wednesday, July 18, 2007 for the annual SAC Retreat.

The July meeting of the Staff Advisory Council was called to order at 12:50 p.m.

**I. Old Business**

Scott Gilreath congratulated and thanked everyone for being present and a part of this year's Staff Advisory Council.

**II. New Business**

**A. Welcome**

Scott Gilreath defined his role as Chair as being the main voice for the Council on the outside, and encouraged open communication and respect. He also mentioned that roles will be delegated for subcommittee discussions.

Meeting order and procedure was outlined:

1. Old Business
2. New Business
3. Announcements

Voting procedure will be as follows:

An issue is raised, the Chair will call for a motion, the Chair will call for a second, the motion will be carried by vocal "Y", and a chance for opposition will occur before the motion is approved.

**B. Future Meeting Times**

A motion was made, seconded, and approved to conduct all future meetings of the Council on the 1<sup>st</sup> Wednesday of every month at 10:00 a.m. in the President's Conference Room of Burnett Hall. Special-called meetings will be announced and approved in the same manner.

**C. USG Staff Council Retreat**

Scott Gilreath invited two other Council members to join him and Rebecca Carroll to attend the Retreat during the second week in November.

**D. Staff Development Proposal Review**

The Council discussed initiatives and agreed not to take on too many at one time in this coming year. Scott Gilreath suggested that when Dr. Jones suggests an initiative, it benefits the Council to take that initiative seriously. Last year's Staff Development Proposal was given back to the Council to review and revise; a committee will focus on making the Proposal less vague and broad so that the Council can resubmit the Proposal to Dr. Jones for review. A deadline of November was given to the Council for Dr. Jones to receive the revised Proposal.

Scott Gilreath called for ideas from the Council on how to improve the Proposal.

Rebecca Carroll, using Lunch & Learns as an example suggested 6 topics the Council believes are strong, 6 people who can be of service, and topics that would prove useful to AASU staff members.

Several ideas were given and discussed by the Council.

**E. Committees**

Previous committee members will be contacted, and new members from the staff population will be recruited to become active in SAC committees. Scott Gilreath emphasized the importance of being task-oriented and that members need to work closely together in order to accomplish a goal.

Scott Gilreath reviewed the committees and their responsibilities:

Election Committee

Main duties are to find improved ways to conduct the electoral process to make it more efficient and understandable.

Special Events Committee

Main duties are fundraisers, AASU Day, community events and outreach, and other campus activities.

Communications Committee

Main duties are to check SAC email, collect questions and initiatives of staff members, manage website updates, and to disseminate information to the campus.

Staff Development & Welfare Committee

Main duties will be to take on the Staff Development Proposal Committee, and oversee staff welfare on campus.

### **Committee Assignments:**

Scott Gilreath is vacating the Staff Welfare Committee as Chair. Volunteers or nominations were requested for a chair or co-chairs to head this committee. A motion was made, seconded, and approved for Chris McCarthy and Carlita Carter to lead the Staff Welfare Committee as co-chairs.

Brian Dawsey requested electing a co-chair to head the Special Events Committee with him. Volunteers or nominations were requested for a co-chair to help head this committee. A motion was made, seconded, and approved for Linda Hansen to co-chair with Brian Dawsey.

Ginger Smith, who has left the university, left a vacant chair position on the Communications Committee. Volunteers or nominations were requested for a chair or co-chairs to head this committee. A motion was made, seconded, and approved for Amelia Castilian to Chair this committee. A motion was made, seconded, and approved for Leona Avey to co-chair this committee.

A motion was made, seconded, and approved to have Peggy Witherow remain Chair of the Election Committee.

New Committee Chairs and co-Chairs are as follows:

#### Election Committee

Peggy Witherow, Chair

#### Communications Committee

Amelia Castilian, Chair; Leona Avey, co-Chair

#### Staff Development & Welfare Committee

Chris McCarthy, Carlita Carter, co-Chairs

#### Special Events Committee

Brian Dawsey, Linda Hansen, co-Chairs

Peggy Witherow made a suggestion for our Fall Community Outreach. She passed out an email from Jonnie Chandler asking that the Council Adopt a Soldier through a contact on Hunter Army Airfield. She suggested naming this project Operation Enduring Soldier, or Armstrong Cares. This suggestion will be taken into consideration by the Council.

### **F. Foundation Presentation / First Day Campaign**

Gail Rountree and Dr. Michael Donahue discussed the importance of the Faculty/Staff Campaign and asked the Council to help gather support for First Day 2007. A timeline was passed out and Gail defined funds and allocations. Dr. Donahue spoke on “unrestricted” vs. restricted funds, and various Scholarships were mentioned. The Council then discussed sending out an email to staff members urging them to consider giving this year. A motion was made, seconded, and approved to support First Day 2007.

**G. Staff Assembly Meeting**

Scott Gilreath briefly reviewed the Assembly Agenda:

1. Chairs / co-Chairs of the Council Committees will speak briefly about their committees and what they will accomplish this year.
2. There will be an update of SAC projects for this year.
3. Voting Procedural Changes:
  - a. The main issue is how to have incoming members replace outgoing members. Also of concern is how to change the voting procedure in case of a vacancy.
  - b. A Review of Election Procedures was given by Peggy Witherow. The Council discussed various options and Peggy will contact CIS for online ballot procedures. Any changes in the Bylaws need to be approved at the September 5<sup>th</sup> meeting, so a motion was made that the Council table this discussion until the next meeting. The motion was seconded and approved. Peggy will share the results of the online ballot inquiry at next week's meeting.

**H. Update from Rebecca Carroll, ex-Officio**

Rebecca Carroll briefly reviewed her role as ex-officio of the Council:

She is a non-voting member of the Council who acts as a resource and support for the Council. She will help to keep the Council on task and to see the big picture of issues and discussions. She will assist the Council as much as she can and help to implement ideas to fruition. She also keeps us informed of University policies and procedures.

**III. Announcements**

Scott Gilreath will send out information to new committee chairs and co-chairs regarding reports.

The next couple of meetings will focus on Council procedure, etc.

Scott Gilreath thanked the Council for a first successful meeting and encouraged members for a positive year-to-come.

The next Council meeting will be Wednesday, August 1, 2007, at 10:00 a.m., in the President's Conference Room.

The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Fern Illidge  
Secretary