



Armstrong Atlantic State University
Minutes of the Staff Advisory Council
Wednesday, August 3, 2005

Present: Amy Carter, Jonnie Chandler, Fern Illidge, Peter Mastopoulos, Shannon Mastopoulos, Betsy Ray, Becky Smith, Noot Tisdale, and Peggy Williams

Absent: Rebecca Carroll (ex-officio)

Guests: None

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

- I. The August meeting of the Staff Advisory Council was called to order at 1:08 p.m. Wednesday, August 6, 2005. Fern Illidge, Chair, presided.
- II. Fern Illidge asked for approval of the minutes of the July 29, 2005 Special Called Meeting. The minutes were approved.
- III. There was no unfinished business.
- IV. The Council discussed the e-mail / web-site. Amy Carter will give a monthly report of e-mail activities to the Council. If an urgent message needing an immediate response comes to the e-mail, Amy will alert the Council.
- V. The flier for the upcoming September Assembly Meeting was discussed. Two fliers will be distributed:
 - an "Information Only" flier will be distributed to the new faculty in their Welcome Bags
 - an "Invitation" flier will be distributed to the campus staff on Tuesday, September 13th.

Reminder cards will be hand-delivered to campus staff by the Council on September 19th. Amy Carter will present a draft of the cards to the Council at the September meeting.

An e-mail will be distributed to campus Directors/Department Heads asking them to give release time to their staff to attend the Assembly Meeting.

- VI. Fern Illidge and Shannon Mastopoulos presented a draft of the power point for the Assembly Meeting.

The following areas were discussed:

Staff Advisory Council Committees: Sub-Committee members will serve one year terms.

Staff Welfare Committee:

Jonnie Chandler will serve as Chair of the Committee; Noot Tisdale will serve as Vice Chair; Pete Mastopoulos will serve on the Committee. The Committee will ask for four (4) staff volunteers.

Immediate goals for this Committee:

- A Sick Leave Bank: the Council is hoping to present a proposal at the Assembly Meeting. Jonnie Chandler, Pete Mastopoulos, and Noot Tisdale will meet with Rebecca Carroll to discuss this issue and bring information to the Committee at the September 7th meeting.
- Appreciation to the Registrar's Office and Financial Aid: after Registration the Committee will show appreciation to the staff of these departments.
The Committee will concentrate on various departments throughout the year.
- Becky Smith will purchase a box of cards. The Council will ask the campus staff at the Assembly Meeting to inform the Council of staff members who will need to be out of work for an extended illness.

Events Committee:

Peggy Williams and Amy Carter will serve as Co-Chairs of the Committee; the remaining Council members will serve on the Committee for planning purposes; campus staff will be asked to serve at various times depending on the particular event.

- AASU Day was discussed.

Agenda/Questions:

The Assembly Meeting agenda and cards for questions will be distributed to staff as they enter the Assembly. Questions will be taken from the floor; questions from the cards will be addressed at the October Staff Advisory Council meeting.

- VI. Jonnie Chandler presented to the Council a draft memo in reference to the Faculty Handbook Amendment. The memo was approved. Jonnie Chandler will submit it to President Jones and Vice President Thompson.
- VII. Excused absences of Council members at future Council meetings was discussed. Peggy Williams will be excused from the September 7th meeting.

VIII. Becky Smith was asked to speak to Rebecca Carroll about establishing a budget for the Council.

IX. Agenda for September 7th Council meeting:

1. Staff Scholarship Opportunities: Guest, Elizabeth Sams
2. Staff Welfare Committee
3. Proposal for Sick Leave Bank Policy
4. Hand- delivery cards for Assembly Meeting
5. Finalize Agenda for Assembly Meeting
6. Celebrate AASU Day

The Council was encouraged to attend the 2005-2006 Jamboree - Hawaiian Luau on Tuesday evening, August 9th.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Becky Smith, Secretary