

**STAFF ADVISORY COUNCIL**  
**Wednesday, August 11, 2010**  
**Burnett Hall Boardroom**  
**Meeting Minutes**

Corine called the meeting to order at 8:30 a.m.

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

<b>TOPIC</b>
<p><b>I. Old Business</b></p> <ul style="list-style-type: none"> <li>• Mario made a motion to approve July 7, 2010 minutes. Laura seconded the motion.</li> <li>• Committee Reports               <ol style="list-style-type: none"> <li>1. Staff Development and Welfare – Mario reported groundwork has been laid by previous work of this committee and he looks forward to enhancing the successful events such as Lunch and Learn as well as look for a way to kick start the employee assistance program. His committee members will meet within the next week or so.</li> <li>2. Special Events – Charita (working orientation)</li> <li>3. Fundraising and Outreach – Laura reported committee has not met as of yet, will contact former members and former Staff Textbook Scholarship recipients to be a part of this year's committee. Will plan to have textbook scholarship application changes ready to be voted on at Sept. meeting. As far as outreach, the committee will continue with projects and consider the Matthew Freeman Project. They appear to be asking for dollars vs. supplies. Susan Hacker had flyer from Peggy re: the Freeman project which appears to</li> </ol> </li> </ul>

show they are stockpiling supplies. Corine mentioned it is such a big media push right now and good legitimate outreach. Mario mentioned AASU partnering with UPS or other shipping company. Laura mentioned not adding more to the plate, asking for books, asking for toys at Christmas. Corine pointed out how inexpensive school supplies are right now, would be a great time and items for kids are not a burden for those staff members who would like to help those in need. Determined we would ask for school supplies at the Staff Assembly. Rebecca reiterated the simple requests such as this and canned goods in the spring are really great items for staff.

4. Communications – Tracey is doing an excellent job in communicating with campus and will send something out about the assembly next.
  5. Elections – Laura (no report) Mario has already begun working on updated departmental list with assistance of Human Resources.
- Corine announced Presidential Inauguration which will be held on Sept. 17<sup>th</sup> and mentioned Inauguration Committee is looking for volunteers for delegates and guests at proper time. Sally Watkins is spearheading this effort if anyone wants to be a part. Reserved seating will be available for the Staff Advisory Council Members. Sept. 18<sup>th</sup> is Day of Service and there is a website up now for these volunteer opportunities. There will be an addition of Hunter Army Airfield parking lot to be repainted. About 30 volunteers needed. Corine handed out the volunteer opportunities already available. We can come back to campus and have lunch together. Mario reiterated how proactive Corine has been getting staff recognized at the Inauguration. The 75<sup>th</sup> banners at the event will be carried by staff members Lottie Scott and Jill Phongsu who received staff awards this year.

## II. New Business

Corine went over the following items.

- **Meeting times:** The SAC Assembly is usually 3pm.
- **Staff Assembly video:** Kara will have for the Sept meeting
- **Textbook Scholarship Recipients:** Laura reported there are 10 \$50 scholarship recipients this Fall bringing our balance of \$1006.23 down to \$506.23. The recipients are: Valencia Hall, Theresa Davis, Anne-Marie Grayson, Megan Feasel, Stuart Glasby, Terral Harris, Shannon Newman, Charita Hardy, Christopher Bradley, and Cynthia Graves. Each of these recipients will be contacted via email and will be invited to attend the SAC Assembly to be recognized.
- **UH 157 is location** – Corine will schedule Assembly here or in UH 158.
- **Date and Time:** Since Inauguration is Sept. 17<sup>th</sup> and we would like to encourage staff participation and volunteerism, we will move Assembly up to Sept. 8<sup>th</sup>. An email vote to constitute the necessary quorum to change the date will be sent out by Corine. Rebecca mentioned checking academic calendar to ensure no conflicts.
- **Invited Speakers:** Marilyn O'Malley is chair of Light the Night, Suzanne Ansley to talk about

the 5k Pirates on the Run, Chris Nowicki/Jason Tatlock to talk about the Day of Service. Dr. Bleicken will also be on agenda to come and speak at Assembly. Rebecca will ask President's Office to provide water. There will also be opportunities for committee chairs to speak. Rebecca encourages SAC to present initiatives. Mario asked if past SAC textbook scholarship recipients or event attendees could be invited to attend assembly. Also invite past Furlough winners, cookoff winners, etc.

- **Campus Campaign** – Laura encouraged everyone to review letter from Dr. Tilson, Campus Campaign chair re: ways to give back to campus financially. Staff members typically donate at a higher percentage rate than faculty and we want to encourage fellow staff members to keep that trend going. All departments on campus have a foundation account but also consider the Staff Textbook Scholarship fund or the discretionary account to help with special events.
- **We are not just about FUN...but are serious about issues and will be a voice (not policymaking) for staff members. A vehicle for your voice to be heard.**
- **HOSEA** – Mario provided info from Cynthia Graves re: Hosea...Lunch and Learn caught her eye and wondered if SAC would like to get involved. After some discussion, it appeared to be something more relative to Outreach committee than Staff and Welfare Committee. May also be a suggestion to invite them to be a part of the volunteer Fair
- **Convocation** – Corine will speak on behalf of staff and will plan to recognize those who are there.
- **Executive Leadership Institute** – Corine has been nominated and will represent the university as a staff member.
- **SPARC** – Susan Hacker mentioned inviting Bill Kelso to next meeting to discuss the Strategic Planning and Strategic Council Results and the next steps.

Meeting adjourned at 9:43 a.m.

**Next Meeting**

<b>Date</b>	September 1	<b>Time:</b>	8:30 a.m. – 9:30 a.m.	<b>Location:</b>	Burnett Hall Boardroom
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Respectfully submitted,

Laura Harris