

STAFF ADVISORY COUNCIL
Thursday, August 27, 2009
UH 282
Meeting Minutes

Frank Twum-Barimah welcomed everyone and commented on the wonderful training workshop conducted by Mr. Bill Kelso. Frank called the meeting to order at 1:00 p.m.

Attendance at Meeting		
<i>Name</i>	<i>Representative/Department</i>	<i>Term</i>
1. Frank Twum-Barimah	Student Affairs / Housing – Compass Point	2008-2010
2. Corine Ackerson-Jones	Academic Affairs / College of Health Professions	2009-2011
3. Barry Davis	Business & Finance / Plant Operations	2009-2011
4. Mary Ellen Donatelli	Academic Affairs / Early Childhood Education	2008-2010
5. Tracey Dunn	Business & Finance / Business & Finance	2009-2011
6. Laura Harris	External Affairs / Donor Relations	2009-2011
7. Donna Kaplan	Academic Affairs / Registrar's Office	2009-2011
8. Rebecca Carroll	Director of Human Resources, ex-officio member	
9.		
10.		
Absent from Meeting - approved		
1. Michael Cross	Academic Affairs / CIS	2008-2010
2. Chad Jackson	President's Staff / Sports Marketing	2008-2010

TOPIC
<p>I. Old Business</p> <ul style="list-style-type: none"> • Election of Secretary <p>Frank noted that at the last meeting there was a tie between Mike and Chad. Frank re-opened the nominations and nominated Mary Ellen. Corine offered a motion to keep Mike and Chad on the ballot and add Mary Ellen. Laura seconded the motion. All approved. Election was held, and Mary Ellen was elected secretary of SAC for the 2009-2010 term.</p>
<p>II. New Business</p> <p>Frank went over the following items.</p> <ul style="list-style-type: none"> • Our Roles: Collective body – We are staff representatives campus-wide. • Preview of Procedure <ol style="list-style-type: none"> 1. Meeting times: The SAC meets the first Wednesday of every month, 8:30 a.m. – 9:30 a.m. Rebecca will reserve Burnet Hall for the upcoming year, if available. 2. Absences: Please look over the Bylaws regarding absences. A member can be dismissed

from the council for consistently missing over 50% of the meetings. Also, we are all expected to be at the two special assembly meetings, held once per semester on the third Wednesday in September and April.

3. Bylaws: Please become familiar with the bylaws.

- **Committees**

Frank stressed that the committee members not take on the whole weight of the committee work. He asked for a write-up of the committee goals and what they do, and we will send an email blast to staff members, and also have sign-up sheets at the September 16th staff assembly meeting.

1. Communication: *Co-chairs, Chad and Mary Ellen. Member, Donna*

Mary Ellen to send minutes via email to Fern. Chad and Mary Ellen to work on sending information out to staff members. Donna will help Fern with SAC website.

2. Special Events: *Co-chairs, Frank and Tracey*

The spring potluck luncheon.

3. Staff Development and Welfare: *Co-chairs, Corine and Donna*

The committee works closely with Human Resources to boost the moral of staff. They will work on "Lunch and Learn" and will solicit for motivational speakers. Corine inquired if there would be additional motivational development for this group. After some discussion, we could contact Bill Kelso on an as-needed basis.

4. Election: *Frank, Donna, Laura and Mary Ellen*

The committee works with CIS in the spring semester regarding voting process on the outgoing council members replacements. Also, if a council member resigns or moves to another representative area, the committee will solicit to re-fill the vacated seat. Please check Bylaws regarding the proper procedure.

5. Fundraising and Outreach: *Co-chairs, Laura and Corine. Member, Tracey*

The first event is on AASU day, Wednesday, October 21st – Book Sale. In the past, we collected Toys for Tots and food for Union Mission.

Corine offered a motion to keep all past projects. Mary Ellen seconded the motion. All approved.

One of our new initiatives is Habitat for Humanity. Donna suggested a Thrift Sale open to employees, they would rent a table for a fee, and have a \$1 entry fee. We would raise money for school supplies for local children for next school year. Corine suggested that maybe this could be used for AASU and housekeeping staff children - take care of our own family here. Rebecca will check the AASU policy to see if this is permitted.

Barry and Mike to select committees to work with at next meeting. We will keep five committees and not add any additional.

- **Planning of AASU day/Book sales – Our main fundraising event**

This will be on Wednesday, October 21st. Rebecca will send a list of past contacts for the chairs to contact. Some suggestions: Betsy Ray, Peggy Clifton, Peggy Witherow, Chris McCarthy, Carlita Carter. Last year the books were stored with Carlita in the bookstore. We

need a location for storing the books and DVD's, come up with a theme (making maroon Green was last year's theme), registering booth, number of tables, decorations, sign-up schedule to man the booth. This year's location will be near Abercorn in front of Solms Hall. Committee co-chairs will meet and brainstorm.

- **New Initiatives**

Habitat for Humanity, Frank talked to Francisco, and also inquired about a van to drive the students. This would be a cooperative venture involving faculty, staff and students. Donna will check into the TAPP program, possibly changing dates for registering. We will also start the Lunch & Learn series. Frank offered a motion to approve our new goals, Corine seconded the motion. All approved.

- **Staff Assembly meeting in September**

According to the bylaws, set time each semester, third Wednesday of September and April. This term: September 16, 2009 and April 21, 2010. Each committee will report on what they are planning for this coming term. Have sign-up sheets at meeting for staff members to help on committees. Scheduled from 3:00 – 4:00 p.m. in University Hall. Room TBD. Rebecca and Frank will book the room. Refreshments TBD.

III. Any Other Business

None

IV. Announcements

- Kick-off for the October 2, 2009 "Light the Night" is on Monday, August 31, 2009 from 11:30 a.m. – 1:00 p.m. Last year AASU raised around \$20,000.
- Frank emailed everyone regarding "House Calls". Fun to do, chance to go to students apartments and experience a lot of international and out of town students. This will be help on Tuesday, September 15th, pizza served. Good responses from last year.

Frank thanked everyone for a great meeting, and gave a handout to always give your best to the people you serve.

Meeting adjourned at 2:05 p.m.

Next Meeting

Date	September 2	Time:	8:30 a.m. – 9:30 a.m.	Location:	TBD
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Respectfully submitted,

Mary Ellen Donatelli