

Minutes of the Staff Advisory Council
Wednesday, September 5, 2007

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

Absent: Linda Hansen

Guests: none

The members of the Staff Advisory Council met at 10:00 a.m. in the President's Conference Room.

The September meeting of the Staff Advisory Council was called to order at 10:05 a.m.

I. Old Business

A. Photographs

The staff advisory council members took pictures for a website update.

B. Approval of Minutes

1. The minutes of the August 1, 2007 meeting were approved.
2. The minutes of the Special-called meeting of August 10, 2007 were approved.

C. September Campus Meeting duties

Scott Gilreath reminded Council members that the Fall Staff Assembly is September 19, 2007, at 3:00 p.m. in the Armstrong Center Auditorium. Members should try to be there at 2:30 p.m.

II. New Business

A. Staff Luncheon request – Vicki McNeil

Requested that the Staff Advisory Council consider taking on the annual Staff Christmas Luncheon. Amelia Castilian explained the duties involved with planning the Luncheon. The Council further discussed whether there would time or resources to hold a successful Luncheon with all the other responsibilities of the year. Scott Gilreath stated that this is not a SAC charge and made a motion to approve responding to Dr. McNeil with an email declining the offer. The motion was seconded and approved.

B. Committee Reports

Communications Committee

Amelia Castilian and Leona Avey made flyers to post around campus for the book drop boxes for Celebrate AASU. There are no emails to report.

Bylaws Changes. Scott Gilreath suggested using the index cards from last year as a template for proposed Bylaws changes to pass out to all staff members prior to the Assembly. Brian suggested handing out cards personally for face-to-face contact with Staff members. Fern Illidge volunteered to assist in this. Another email will be sent to staff members the Monday before the meeting as a reminder.

Staff Welfare & Development Committee

Chris McCarthy updated the Council on the Staff Welfare & Development Committee: new members were recruited, Micheal Snowden and Craig Wymer – that makes 15 members total. Members were emailed to select times available next week for committee members to meet and discuss the proposal. There will be a true brainstorming session to pull all ideas together. Scott Gilreath asked that the proposal be emailed to Council members. Chris McCarthy & Carlita Carter invited Council members to attend the brainstorming session. There was further discussion and ideas presented regarding the Proposal. Rebecca Carroll encouraged Committee / Council members to be introspective and to find out what staff members *needed* as well as to think about what they can take away with them. She also encouraged Committee members to think of topics and possible facilitators to lead out in example topics.

Brian Dawsey suggested introducing examples of topics at the Assembly to staff members and allowing them to make suggestions by paper of additional topics.

Special Events Committee

Boxes were placed in different offices on campus to collect books and other media for the SAC Booth for Celebrate AASU Day. Brian Dawsey updated the Council: the Committee will meet this week for further discussion and planning.

Scott Gilreath suggested sending an email out to the Textbook Scholarship Fund award recipients to ask them to be present at the Assembly so they can be recognized. The Communications Committee will be in charge of sending the email.

Scott Gilreath revisited the September Campus Meeting Duties topic: Chairs and co-Chairs can both speak on what the Committees are working on. Scott asked Chairs / co-Chairs to send him what they'll say at the meeting in an email.

C. Leave Policy – Jonnie Chandler

Scott Gilreath gave a brief synopsis of the email received by Jonnie Chandler asking the Council to review and suggest changes in the Bereavement Leave policy that gives employees of a deceased relative 3 sick leave days to travel and attend the funeral. Jonnie Chandler suggested allowing employees to take additional days as needed and asked the Council to make a recommendation. Scott Gilreath stated that he does not feel that this is within the scope of the Staff Advisory Council and that a recommendation would be made to Jonnie Chandler that she first begin by expressing her concerns to Rebecca Carroll, the Director of Human Resources, who would give authorization to approve additional time off; and then go through the proper channels from there.

D. Finalize AASU Day Book Sale Memos / Prices

The Council briefly discussed what prices to sell books at the SAC Celebrate AASU Day Book Sale booth. Council members agreed with the \$1.00 plan. Scott asked for volunteers to help with the booth.

E. By-Laws for Standing Committees – Chris McCarthy

Chris McCarthy explained that when he was looking for something that explained what the Staff Development Committee was, he could not find this in the Bylaws. His concern was that there was nothing written which created a standing, or ad-hoc, permanent committee that carried from year-to-year. He asked if there was an established focus or scope for committees to follow. Scott answered that there was nothing established, but that Chairs and co-Chairs could write descriptions for standing committees. Scott Gilreath asked that this topics be tabled until the November meeting.

III. Announcements

Peggy Witherow asked about sympathy cards for sick staff members. There was concern expressed for offending someone by missing them or not knowing that someone was sick. The Council decided to discourage sending cards as a whole, but that we could do so individually.

Scott Gilreath thanked Council members for their work for the Council and staff on and off the Council.

There were no further announcements.

The meeting was adjourned at 11:23 a.m.

Respectfully Submitted,

Fern Illidge
Secretary