



Armstrong Atlantic State University
Minutes of the Staff Advisory Council
Wednesday, September 6, 2006

Present: Jonnie Chandler, Scott Gilreath, Peter Mastopoulos, Betsy Ray, Peggy Witherow, Noot Tisdale, Brian Dawsey, Rebecca Carroll (ex-officio)

Absent: Peggy Williams (excused)

Guest: None

The members of the Staff Advisory Council met at 1:00 p.m. in Burnett Hall President's Conference Room.

The September meeting of the Staff Advisory Council was called to order at 1:15 p.m. Wednesday, September 6, 2006. Peter Mastopoulos, Chair, presided.

I: Copies of the approved minutes of the August 2, 2006 meeting were distributed to the Council.

II: Textbook Scholarship Fund (after First Day Campaign)
Peter Mastopoulos opened the meeting and announced that we have \$340 in the staff textbook scholarship fund as a result of 1st Day giving. He stated the textbook scholarship winners were very appreciative.

III: Committee Reports
Ginger Smith discussed the Staff Development Interest Survey being developed. After reviewing several different surveys on line she developed examples of what might be sent out. It was determined that we need to keep focused on the "bigger picture" for now and go into more detail regarding specifics of dates, time of day, etc. later. Staff development will target interests of value to staff and include training for day-to-day job responsibilities, areas where people might not feel completely comfortable or prepared. Different response methods to the survey were discussed and will include the web site and campus mail. Forms will be distributed at the next meeting and return envelopes will be provided. Data will be compiled and considered for presentation to Dr. Jones.

Ginger asked if the web site for the SAC should be updated with new pictures and she made suggestions regarding the placement of information on the page. The group agreed the site should be updated and that new photos should be added. Shannon Mastopoulis updates the site.

Scott Gilreath discussed staff welfare specifically the mentoring program initiative. Scott thanked all for their feedback regarding the mentoring program especially for the reminder about the list of field experts on campus, a list originally developed by External Affairs. This initiative will be announced at the next Staff Assembly meeting. Ideas are being explored regarding length of time for mentoring of each new employee. Supervisory approval will be obtained for all involved. The state wide SAC meeting has been changed to November.

IV: University Initiatives

Rebecca Carroll announced that plans are to meet with Dr. Jones in January and present several items for his consideration including the status of Leaders Among Us, mentoring and management training for department heads and directors.

V: New Business

- New Business included discussion of additional options for staff recognition. Peter Mastopoulos asked the Staff Council to consider new awards to recognize the contributions of staff members. He believes there is time to have the awards in place by the spring meeting when all award winners are recognized.
- Ginger Smith announced a new program being developed for residents of Compass Point called House Calls. She asked for SAC approval of the program which will send staff/faculty volunteers to visit with students living on campus to determine how they are doing, if they have problems, questions, or things for which they need assistance. This is an idea being developed with Greg Anderson to aid in retention.
- There will be a meeting on Sept. 12 of the SAC Activities Committee to discuss the Buy The Book project planned for Celebrate AASU. Grocery bags will be needed for those who buy books so save all you can. Books should be all one price to eliminate work required prior to the sale. Obtaining volunteers was discussed and the idea was presented that each SAC member will enlist the help of 2-3 other people to assist them on their shift. One person at every shift will be in charge of collecting the money. Pete said he has room to store books if people want to bring them and Scott Gilreath agreed to pick up books if contacted.
- Brian Dawsey announced a pre-Halloween party for children of faculty and staff on Saturday, Oct. 28th from 12 - 4:00 near MCC. It will be provide a carnival atmosphere with free food and games for children. Phi Beta Sigma will be sponsoring this event.
- Invitations to the Staff Assembly meeting will be hand delivered to everyone on campus. Jonnie Chandler passed out the invitations to everyone and assigned buildings to cover. Rebecca Carroll will ask Dr. Jones to request that all staff be allowed to participate in the SAC meetings.

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Peggy Williams, Secretary

Next Council meeting

SAC Assembly Meeting

**Wednesday, September 20, 2006 at 3:00 p.m. in the Armstrong Center
Auditorium**

Attachment (s):

SAC Staff Assembly Invitation

Web site questions: There were no questions submitted to the web site.