

Staff Advisory Council Meeting 9.7.11

In attendance:

Mario Incorvaia (President's Office/Academic Affairs), Chairman – Second Term
Susan Hacker (President's Office/Academic Affairs), Vice Chairman – Second Term
Sheryl Powell (President's Office/Academic Affairs), Treasurer – Second Term
Michael Smoose (Business & Finance), Secretary – First Term
Megan Feasel (Student Affairs) – First Term
Carly Hallman (Advancement) – First Term
Tracy Gregory (Business & Finance) – First Term
Jessica Weaver (Business & Finance) – First Term
Shannon Mastopoulos (HR; in place of ex-officio member Rebecca Carroll)

Not In Attendance

Jennifer Incorvaia (Business & Finance) – First Term

Others In Attendance

Dr. Amy Heaston, President's Chief of Staff
Dr. John Kraft, Interim Assistant VP for Academic Affairs

Mario Incorvaia called the meeting to order at 8:33 am.

Special Presentations:

Quality Enhancement Plan For Student Learning - Dr. John Kraft

- Part of the of the university's accreditation.
- Faculty and staff were solicited for ideas.

Three plans were proposed to SACS and two were chosen:

- First Year Experience – Will help with retention, graduation rates and advancement
- Information Literacy – Will help student better use, access and present information

QEP is now in the development phase.

Committees are being formed and they are looking for nominees:

- Literature Review & Best Practices
- Course Design
- Student Learning & Outcome Assessment
- Marketing & Communications
- Budget

President's Coffee & Conversation – Dr. Amy Heaston

The President is very supportive of SAC and wants to be involved. The Coffee & Conversations are an informal way for her to interact with the SAC and the rest of the staff.

Pot Luck Revival

- Need to look into Sodexo policies, may have them provide the main entrée and staff bring side dishes.

- If we move forward with the potluck, when do we hold it? Possible times: before Thanksgiving or Christmas, start of the spring semester, spring break?
- The key is for SAC to get everything organized.

Holiday Gathering – SAC could coordinate an event in conjunction with SGA and the tree planting.

Old Business

Corrections were made to the August meeting minutes. Jessica moved that the minutes be approved with corrections. Sheryl seconded the motion.

New Business

Committee Reports

Committee chairs will send committee reports to Mario before the next SAC meeting. Members will read the reports prior to the meeting and discuss any details.

Staff Development & Welfare – Susan Hacker, Co-Chair

At the suggestion of Dr. Heaston, Mario and Susan met with Dr. Kristen Betts to explore the possibility of developing some online learning opportunities for staff using Wimba.

It was discussed to potentially move the Lunch & Learns from an in-person presentation to the web, which will hopefully allow more staff members to attend than in the past.

Dr. Betts offered to take the upcoming staff assembly online, in order to kick off this initiative. She also offered to teaching the first Lunch 'n Learn, which will focus on helping staff become aware of the various online possibilities that are available to them for their own meetings and events.

On Thursday, she will have a meeting with the committee to put together a one-minute video for the staff assembly which will include instructions for logging into Wimba.

Special Events - Megan Feasel, Chair

Megan presented ideas from the committee meeting:

- Community Service
- Interact more with the students
- Potluck – want to have it around the holidays
- Staff Olympics.

Fundraising – Sheryl Powell, Chair

- SAC's main fundraising event is the book sale at Celebrate Armstrong Day, with the profits going to the staff book scholarship.
- Sheryl asked if anyone wanted to have their office designated as a drop off location.
- Room 211 in the Police Department will be the storage and sorting location.

Outreach – Carly Hallman, Chair

Potential community service projects:

- Sponsoring an Armstrong family during Thanksgiving.
- Partnering with SGA for Toys For Tots
- Pens and Paper for Peace
- Pet wash/food donation
- Adopt A Highway near Armstrong.

Communications – Carly Hallman, Chair

- Looking to rebrand SAC as something for the staff to better identify with the council; also looking for a potential name change to the council.
- Exploring redesigning the SAC website, make it a centralized platform for all SAC messages.

Elections – Susan Hacker, Chair

No report

Fall Assembly

-Assembly is a report back to the staff on what we are doing.

-Want to make it interesting.

Potential Meeting Ideas/Topics

Zumba with Megan

Staff development

Text book sale, TAP Fundraiser

Special Events

Outreach

Rebranding

Have slips of paper on the tables to encourage non-council members to sign up for committees

Tweak the slideshow, add Wimba/Camtasia to interact with those staff members who can't make the meeting.

Other New Business:

Mario is drafting a letter to send to the Faculty Senate endorsing a Tobacco Free Campus.

USG Staff Council Annual Meeting - Susan is looking for attendees, hopefully a first-year member.

Because of the annual USGSC meeting, the October meeting needs to be moved back to the 12th.

Jessica moved to have the meeting adjourned, Sheryl seconded.