



**Armstrong Atlantic State University**  
**Minutes of the Staff Advisory Council Assembly**  
Wednesday, September 21, 2005

**Council Members Present:** Amy Carter, Fern Illidge, Peter Mastopoulos, Shannon Mastopoulos, Betsy Ray, Becky Smith, Noot Tisdale, Peggy Williams, and Rebecca Carroll and Bill Kelso (ex-officio).

**Council Members Absent:** Jonnie Chandler

**Campus Staff:** approximately 75-80 in attendance

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The first Staff Advisory Council Assembly met at 3:00 p.m. in University Hall 156. Fern Illidge welcomed the staff to the first 2005-06 Assembly and thanked everyone for coming.

Fern Illidge presented a power point presentation containing the following information:

- the history of the former Staff Advisory Council, and the status of the current Council - established Spring 2005 to include nine elected members from campus units, and one ex-officio member. (The Council members each stood and introduced themselves.)
- the Mission of the Council: to advance the exchange of information, provide a common voice for staff ideas and concerns, and maintain a communication link between staff members and University administration.
- the Purpose of the Council: represent staff employees by increasing communication and involving the staff in the decision making process of the University, thus promoting a positive and collaborative work environment. This purpose will be accomplished by:
  - establishing a sense of identity, making each member feel like a part of the University
  - representing staff as an advisory council, being aware of staff concerns and finding solutions
  - act as an advocate for staff members and following through to resolution
  - being an open line of communication for staff members
  - being aware of and actively seeking new developments and improving polices affecting staff
  - including staff in the affairs of the University

- encouraging staff members to participate in activities to build informal and lasting relationships, thus widening the line of communication among staff and faculty
- creating a stronger bond among staff members by supporting appropriate University initiatives

Shannon Mastopoulos gave a report of the Communications Sub-committee

- Sub-committee members: Shannon Mastopoulos, Amy Carter, Betsy Ray, and Becky Smith
  - Purpose: to get information out to the campus as quickly and as efficiently as possible; to provide a way for staff members to communicate with the Council.
  - this sub-committee has developed a web-site for the Council to give and receive feedback from staff. The web-site houses the bylaws of the committee, the meeting dates, and the minutes of each meeting.
  - an email address for the Council has been established
  - staff members can send questions, comments or suggestions
  - includes a Staff comment Form
    - questions, comments, and suggestions will be discussed at the next regularly scheduled meeting and will be reflected in the minutes of the Council meeting.

•Pete Mastopoulos gave a report of the Staff Welfare Sub-committee

- Pete is filling in for the Chair of this Sub-committee, Jonnie Chandler
- Sub-committee members: Jonnie Chandler, Pete Mastopoulos, Noot Tisdale, and Becky Smith
- Sub-committee purpose: promote and protect the welfare of the staff to maintain the university's well-being. This sub-committee will consider issues and proposals related to staff welfare and will be involved in issues of policy, but will not consider individual cases.
- Current Projects:
- Staff Book Scholarship
  - The purpose of the scholarship is to offset the cost of textbooks for staff employees who take college courses. This can be a supplement for staff in addition to having the advantage of the Tuition Assistance Program.

The Sick Leave Pool Policy

- A sick leave pool allows employees to contribute some unused sick leave to a pool and thereby be eligible to withdraw leave credit from the pool in the event of serious illness. President Jones has endorsed the drafting of this policy, and it is the hope of the Council that the program will be implemented in 2006.

- Staff Volunteers
- Human Resources has requested a total of six (6) staff members to serve, three members, each, on a voluntary Benefits Ad Hoc Committee and a 403(b)Review Ad Hoc Committee.

Amy Carter gave a report of the Special Events Sub-Committee

- Sub-committee members: Amy Carter and Peggy Williams
- Purpose: to help build a sense of community through special events and social activities.
- Current Projects:
  - AASU Day Booth - The Council will be holding a raffle to benefit the establishment of the Staff Book Scholarship fund.

This Sub-committee will welcome ideas from the campus staff

There were questions from the floor in reference to the Sick Leave Pool Policy:

- Is the Sick Leave Pool for members only?
- What would be the minimum number of hours donated?
- If an employee contributes to the sick leave pool, will the Board of Regents reduce the number of individual sick leave hours?
- Will the hours be paid back?

Al Harris thanked the Council for their work.

Betsy Ray thanked everyone for the good attendance.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Becky Smith, Secretary

Attachments:

Staff Advisory Council Assembly flier  
Staff Advisory Council Assembly reminder card  
Volunteer Sheet  
Staff Advisory Council Assembly Agenda  
Staff Advisory Council Assembly power point slides  
Question cards