

**Minutes of the Staff Advisory Council
Wednesday, October 3, 2007**

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

Absent: Scott Gilreath

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 10:13 a.m.

I. Old Business

A. Approval of Minutes

The minutes of the September 19, 2007 meeting were approved.

B. Wrap-up of September Assembly Meeting

Brian called for thoughts and ideas on the September Assembly Meeting.

It was agreed that this turnout was disappointing and suggested that an email be sent out on the day of the next Assembly meeting right before it begins to remind staff to come out. It was also suggested that the location be changed back to University Hall because of the convenience of parking and distance. Brian encouraged the SAC, saying that everyone who presented did a good job and that the Assembly was not a failure.

II. New Business

A. Committee Reports

1. Special Events Committee

Brian Dawsey reiterated the meeting a couple of weeks prior and mentioned that 100% of funds would be put into the Book Sale. Linda and Brian will be collecting books today.

Brian Dawsey brought up the annual Christmas Luncheon. Amelia Castilian mentioned that Student Affairs was changing the format of the Luncheon to a Dessert Reception.

Brian Dawsey thanked Betsy Ray for the bookworms that she made and donated for the booth.

Linda Hansen asked the Communications Committee to send out a reminder email about collecting books over the weekend.

Brian Dawsey thanked those who kept boxes in their offices during collection time.

2. Communications Committee

The Communications Committee had nothing to report.

Brian Dawsey thanked the Committee for the good job they have done and for keeping the staff informed. Peggy Witherow asked for follow-up from CIS for the staff list.

3. Staff Welfare & Development

Carlita Carter deferred the discussion of the proposal to Item C. on the agenda.

Brian Dawsey thanked the Committee for the work they've done on the proposal.

B. Celebrate AASU Day Duties & Assignments

Brian Dawsey announced that there will be a sorting party once all the books for the booth were collected. Volunteers are needed for the booth and he will send out more correspondence for volunteers. He informed the Council that he would be absent on AASU Day, but that he would do all he could before leaving to ensure a successful day. Brian encouraged SAC members to sit at the booth as much as possible to represent (the SAC) on that day.

C. Staff Development Proposal Discussion

Carlita Carter and Chris McCarthy handed out a copy of the Opinion and Interest Survey for Staff Development Topics to the Council members. The Committee came up with three topics: (1) Wellness, (2) Information on Benefits, and (3) Effective Communication Skills. The Committee will, in the proposal, suggest these top three subjects. The Committee is looking for leaders for these topics:

Effective Communication Skills suggested names: Christy Mroczek (LLP), Julie Williams, or John Mitchell.

Assessment suggested names: Patricia Coberly
Budget Basics suggested names: Sonny Colley (off-campus),
Christi Middleton

Clarification was given on the role of the SAC in the proposal process and implementation: The SAC creates the proposal which is then given to Dr. Jones. It is then up to him to plan for implementation. The SAC is not responsible for the implementation of programs on campus. Implementation, continuation, and assessment would be too much for the SAC to handle, and so we simply come up with the topics and people, create the proposal, and give it to the proper parties. Our responsibility can only be to encourage staff members to take advantage of the programs offered.

Carlita Carter brought attention to the timeline and requested that a formal vote by email be given promptly after Celebrate AASU Day.

Brian Dawsey thanked Carlita Carter and Chris McCarthy again for their hard work on this proposal.

D. Election to Replace Vacancy

Linda Hansen is moving from External Affairs to Academic Affairs after accepting a new position on campus. SAC needs to come up with a process to elect somebody else to fill the vacancy in External Affairs. Rebecca Carroll suggested that the process be started by Scott Gilreath, Brian Dawsey, and Fern Illidge.

Brian Dawsey thanked Linda Hansen for her service and dedication to the SAC, and the Council applauded her.

III. Announcements

Leona Avey asked about pictures taken at a previous meeting to be placed on the website. Fern Illidge will share her disc with Leona.

Peggy Witherow asked about the sick leave pool, and if anyone had needed to pull from it; Rebecca Carroll answered that no one has needed to access the pool so far, but that the Council would need to revisit the policy soon.

Rebecca Carroll reminded SAC members to log onto the Employee Self Service and initiate Direct Deposit for paychecks.

The next meeting will be November 7, 2007, at 10:00 a.m. in the President's Conference Room.

There were no further announcements.

The meeting was adjourned at 11:13 a.m.

Respectfully Submitted,

Fern Illidge
Secretary