



Armstrong Atlantic State University
Minutes of the Staff Advisory Council
Wednesday, October 4, 2006

Present: Jonnie Chandler, Peter Mastopoulos, Peggy Witherow, Noot Tisdale, Brian Dawsey, Peggy Williams, Ginger Smith, Rebecca Carroll (ex-officio)

Absent: Scott Gilreath (excused) and Betsy Ray (excused)

Guest: Amy Carter, Laura Harris and Roquiah Frances

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

The October meeting of the Staff Advisory Council was called to order at 1:10 p.m. Wednesday, October 4, 2006. Peter Mastopoulos, Chair, presided.

- I: Copies of the September 20, 2006, Assembly minutes were distributed to the Council and approved. Minutes from the August SAC Meeting were approved via email prior to the meeting.
- II: Customer Service Committee
Amy Carter from Student Activities along with Laura Harris and Roquiah Frances from Financial Aid spoke to the Council about the AASU Customer Service Initiative and how the Staff Advisory Council could help. A Customer Service Committee is planning to collect feedback from departments that currently field calls about student financial aid. The Customer Service Committee would like assistance from the Staff Advisory Council in order to help get information around to departments. Peter Mastopoulos thanked Amy, Laura and Roquiah for presenting the information to the Council and stated that the Council would discuss it with its new business. Peter Mastopoulos will inform Amy of the Council's decision.
- III: Review of the Staff Assembly Meeting
Peter Mastopoulos thanked Rebecca Carroll and President Jones for encouraging campus participation in the Fall Semester Staff Assembly. About 80-85 staff members attended the Assembly. Feedback about the Assembly Meeting from staff members has been positive. Ginger Smith mentioned an email from Fern Illidge, former Chair of the Staff Advisory Council, congratulating the SAC for doing such a terrific job.

IV: AASU DAY Book Sale Report

Peggy Witherow and Peggy Williams gave a brief update of the planning process for the Celebrate AASU Day Book Sale booth. Decorations will include a green and brown/black color scheme with a bookworm that Betsy Ray prepared. Also, gummy worms in plastic pots will be used for decorations. Ginger Smith offered the use of a golf cart to deliver books to the booth. Also, Brian Dawsey offered to bring a cash drawer for the money. Decoration and deliver of books will start 11:00 a.m. on October 18. The booth will be covered every thirty minute intervals by staff members who have volunteered their time.

V: Committee Reports

Communications Committee

Ginger Smith has been working with Shannon Mastopoulos to make changes and additions to the Staff Advisory Council's website. The Council Members office numbers will be posted under the members pictures on the website.

Ginger will give the Council an update at the next meeting of the feedback that she received from the Assembly meeting. She briefly reviewed the comments and some ideas that were mentioned so far for staff development included having more lectures offered throughout the day, a staff intramurals team, and requests for more physical and fitness well-being classes/workshops.

Staff Welfare Committee

Scott Gilreath had been excused from the meeting due to illness, but sent an email to inform the council that he has made an initial contact with the current and new members of the staff welfare sub-committee about setting up a future meeting. Scott also received his agenda for the USGSC conference on November 2-3, 2006, and the sessions that he will be attending include Board of Regents update, Teachers Retirement System, Tuition Remission and Career Development.

Brian Dawsey briefly mentioned that doing some research on staff recognition with other Universities that he found two awards that have been presented to staff such as the staff member of the year of exemplary service and customer service award. Letty Shearer from External Affairs has volunteered to assist with new ideas for staff awards. Brian is planning to send an email out for staff that would like to volunteer to serve on the ad hoc committee.

Special Events Committee

Brian Dawsey and Peggy Williams, Co-Chairs of the Special Events sub-committee will plan to make contact with the members of their committee after the Celebrate AASU Day Book Sale is over. The purpose of the meeting will be to plan events for the upcoming 2007-year.

VI: New Business

Customer Service Committee

The Staff Advisory Council sees value in the initiative, but wants to ensure that it is not perceived as a Council initiative, but rather an initiative that the Council supports. The Council is willing to offer support by having its name used in the body of a letter inviting participation in the data collection as long as the Council has the opportunity to review the letter prior to it being sent. The Customer Service task force will need to present the letter to the Chair of the Council, Peter Mastopoulos, and allow three days for approval of the Council.

Rebecca Carroll has asked the Council to consider a proposal to support Dr. Brignati's recommendation for the University to be closed for 11 straight days (including weekends) during Christmas break starting 2007. Each staff member will need to set aside one day of vacation to use during this time because the actual number of university holidays is one day less than the number needed to total 11 straight days (including weekends). More information will be forthcoming. Discussion and a decision will be on the agenda for the November SAC meeting.

VII: University Initiatives

Rebecca Carroll mentioned that Dr. Deanna Cross is working on a part-time basis to help assist with the hiring process, background checks and other HR initiatives for the University.

Rebecca Carroll mentioned that HR is in the process of building a website with a list of student worker jobs that are available within departments.

VIII: Announcements

The Staff Advisory Council will continue sending out cards for any deaths or illnesses that may occur. A sympathy card was sent to Hugh Justice for his recent loss.

The meeting was adjourned at 2:12 p.m.

Respectfully submitted,

Peggy Williams, Secretary

Next Council Meeting
**Wednesday, November 1, 2006 at 1:00 p.m. in Burnett Hall President's
Conference Room**

Attachment (s):

July Retreat Notes

SAC Sub-Committees List

Sample Department Cards from Customer Service Committee

Email from Chair, Peter Mastopoulos to Amy Carter, Customer Service Committee

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