

STAFF ADVISORY COUNCIL
Wednesday, October 7, 2009
Burnett Hall Board Room
Meeting Minutes

"Leadership is ultimately about creating a way for people to contribute to making something extraordinary happen." ~ Alan Keith, Genentech

Frank Twum-Barimah called the meeting to order at 8:35 a.m.

Attendance at Meeting		
<i>Name</i>	<i>Representative/Department</i>	<i>Term</i>
1. Frank Twum-Barimah	Student Affairs / Housing – Compass Point	2008-2010
2. Corine Ackerson-Jones	Academic Affairs / College of Health Professions	2009-2011
3. Mary Ellen Donatelli	Academic Affairs / Early Childhood Education	2008-2010
4. Tracey Dunn	Business & Finance / Business & Finance	2009-2011
5. Laura Harris	External Affairs / Donor Relations	2009-2011
6. Donna Kaplan	Academic Affairs / Registrar's Office	2009-2011
7. Chad Jackson	President's Staff / Sports Marketing	2008-2010
8. Rebecca Carroll	Director of Human Resources, ex-officio member	
9. Dr. Linda Bleicken	President, AASU	
10. Kara Green		
Absent from Meeting - approved		
1. Michael Cross	Academic Affairs / CIS	2008-2010
2. Barry Davis	Business & Finance / Plant Operations	2009-2011

TOPIC
<p>I. Old Business</p> <ul style="list-style-type: none"> • Approval of Minutes – September 2, 2009 and September 16, 2009 <p>Donna Kaplan offered a motion to approve the SAC minutes from September 2, 2009 and September 16, 2009, with the change to the September 16, 2009 minutes to move the committee under Fundraising and Outreach to Special Events. Laura Harris seconded the motion. All approved.</p>
<p>II. New Business</p> <ul style="list-style-type: none"> • Dr. Bleicken's Remarks: Dr. Bleicken attended meetings of the Presidents Council and Executive Council. Number of really good things going on at AASU. Light the Night walk – visible culmination to reach our goal of \$25,000. The athletic turnout was tremendous. When you have students who are so well behaved, polite, upbeat and look good – made Armstrong look good. Others commented on Armstrong's showing. We are here and part of the city. Chad noted that Kristin Burton on women's soccer team needs two goals to break the Peach Belt Conference record.

Dr. Bleicken also noted the sports teams are all great! Also noted at the meetings were "Soul of a People" programs that have been offered on campus, Armstrong Center and Telfair and open to the public. Dr. June Hopkins also presented a lecture regarding Franklin Roosevelt's New Deal and the cultural ramifications during that time. In the face of rather tough times and furlough days, people are upbeat. We have collected 55 comments on the website and I have asked two groups to look at these suggestions. One suggestion we had was to switch up message on website. SAC wants staff to know about events. Chad noted SAC received a few comments on the SAC website regarding if there is a portable defibrillator on campus, EEO Officer on campus, resistance to hire from within, and lack of diversity in some departments. Rebecca stated we have broader groups of applicants and diversity is looked at first and we try to promote from within. We will contact university police to inquire if we have a defibrillator and EEO officer on campus. This information should be more broadly known, possibly put in campus news.

- **Committees/Officer Reports**

1. **Communication: *Chad/Mary Ellen***

Frank shared Habitat photos from the past weekend. We had 15 excited student volunteers who started the project and Habitat called for feedback. There will be more upcoming dates in November; dates TBD. Chad stated from the book sale emails they have had three runs to pick up books, doing very well. Frank is working with Rebecca to add Makin' Maroon Green part of the website.

2. **Special Events: *Kara Green***

- **Furlough fun package**

Shelley Merrick was the first winner of this package and received many great items. The second will be at the AASU book sale on October 21st and the third at the Talent Showcase.

- **Talent Showcase**

For faculty, staff and students to bring everyone together. Tentatively scheduled for Friday, November 6th at 7:00 PM in MCC cafeteria. Need help with set-up of chairs, work the door and we will have popcorn (use student housing's machine or Regal Cinemas). Would like to do a video to go out on SAC website, "So You Think You Have Talent?" and charge \$1 admission fee. Monies raised will go back to SAC for other events. This will be a family show and they are working with Mario regarding line-up of show. Open to suggestions and guidelines, more details to come. Kara to send email to Chad to send out to everyone about the showcase.

- **AASU Day**

Will have "Change for Change" money jar at AASU Day, and various locations on campus. The slogan is in the works.

Chad said people were upset because they weren't included in the drawing at our September 16th meeting because they were unable to attend the meeting.

3. **Staff Development and Welfare: *Corine/Donna***

Committee met on Monday, October 5th and came up with the following *Lunch and Learn* topics from the surveys received. Each will consist of two sessions from 12:00 – 1:00 PM and 1:05 – 2:05 PM on the second Tuesday of each month, locations to be determined.

November 10	Food Choices for a Healthy Lifestyle
January 12	Fiscal Fitness: Getting out of Debt
February 9	How You Spend Makes a Difference
March 9	Put Your Money to Work
April 13	Tips on How to Buy a House
May 11	Identity Theft

RSVPs will be sent to staff asking them to commit or sign up for the sessions they will be attending. The presenter will be asked to make their *Lunch and Learn* sessions available on line with links for those who missed it or for those who attended may need to reference back to the information given. The UGA Cooperative Extension of Chatham County will present the first four presentations. We will contact a reputable realtor for April 13th and check with Officer Wilcox regarding Identity Theft. Frank will talk to Randy regarding Cyber Security. Someone can break into your system in 7 minutes – your computer is not safe.

4. Fundraising and Outreach: *Laura/Corine*

Met last week regarding Toys for Tots. Went on website for drop-off locations and AASU wasn't listed. Have a student take on responsibility for drop-off at Armstrong Center for whole campus. Will have more information at next meeting.

We would like to add extra outreach programs that include: (1) volunteer pool where people on campus participate in various events (e.g. Habitat), (2) care packages for military spouses left behind and/or day care; contact both bases to offer "wives afternoon or night out", and (3) focus on people here in the AASU community. Possibly do a pot-luck for Southern Management, Sodexo and Indulge Catering personnel. Dave Roberts likes the idea, but we would need to do the set-up, trash and food. Another suggestion was doing individual gift bags and/or raise money for gift cards. Need to find out number involved before making a decision. Rebecca noted that they are always invited to events on campus.

Contact Beth Crovatt regarding Read Aloud at East Broad. Need 25 volunteers each month, meet at 9:30 a.m. and read for one hour. Great opportunity for staff, faculty and students. Savannah Chatham County School System is also doing PenPals.

Campus Campaign – kick off Friday. Money can be directed to textbook scholarship fund.

Celebrate AASU day

1. Book collection update:

Tons of books, more than last year. Donna has a \$50 Borders gift card to donate for the raffle. We will begin sorting on Friday, October 9th from 2 to 4 PM in Hawes Hall, History department's conference room. Please sign-up to volunteer as we need one SAC member at each time slot. We also have 12 volunteers from campus to help us during the event. Set-up starts at 9 AM. Mary Ellen to contact LiveOaks Library in regards to our donating the unsold books. Cost of textbooks TBD, cash only.

2. Makin' Maroon Green:

Frank noted that Shelley Merrick, Dave Roberts, Rachel Anthony, Sally Watkins and two students from SGA, Justin Taylor and Jillian Carter volunteered to be on the MMG committee. At our next scheduled meeting on October 14th we will discuss bin locations, who will take the recycled items and location to recycled items. Tracy said 150 buttons have been made for MMG by special needs kids and adults for added promotion on campus.

III. Any Other Business

- Rebecca reported furlough information is on the website. They are still working through some problems with ADP and open enrollment regarding benefits runs from October 26 through November 20. Chad also noted that he has heard comments on why is the last furlough day on a Tuesday, May 4th instead of Memorial Day.
- Frank called a special meeting on October 14th at 8:30 a.m. in Burnett Hall Board Room regarding website comments sent to Dr. Bleicken.

IV. Announcements

- None

Frank adjourned the meeting at 9:45 a.m.

Next Meeting

Date	November 4	Time:	8:30 a.m. – 9:30 a.m.	Location:	Burnett Hall Board Room
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Respectfully submitted,

Mary Ellen Donatelli