

## Staff Advisory Council Meeting 11.2.11

### **In attendance:**

Mario Incorvaia (Academic Affairs), Chairman – Second Term  
Susan Hacker (President's Office), Vice Chairman – Second Term  
Sheryl Powell (Academic Affairs), Treasurer – Second Term  
Michael Smoose (Business & Finance), Secretary – First Term  
Megan Feasel (Student Affairs) – First Term  
Carly Hallman (Advancement) – First Term  
Jennifer Incorvaia (Business & Finance) – First Term  
Jessica Weaver (Business & Finance) – First Term  
Rebecca Carroll (HR Rep)

### **Not In Attendance**

Tracy Gregory (Business & Finance) – First Term

Mario Incorvaia called the meeting to order at 8:35 am.

### **Old Business**

Megan Feasel moved that the minutes and the committee reports from the October meeting be approved. Sheryl Powell second. Corrections to the notes were to be emailed to Michael Smoose. Unanimous vote to approve with corrections.

### **New Business**

Mario invited Dr. Bleicken to attend today's meeting, but she had another commitment.

### **Staff Development**

Jessica Weaver – Walking maps with one, two and three mile loops have been completed by campus recreation and are available online. A Facebook page has been created to start a grassroots campaign for staff members who want to walk together.

Greater question: How can we make the staff aware of these kinds of initiatives? Mario said this question will be taken up by the Communications Committee.

### **Pot Luck**

Mario sent an email to Dr. Bleicken, the SAC officers and the President's Cabinet requesting a date for the Staff Pot Luck.

Jessica said December 13 is the payment deadline for students and will be a busy day. Mario will ask to move the Potluck to the 14<sup>th</sup> and to have the President's Office pay for the meat.

### **Staff Olympics**

May 8<sup>th</sup> is the date selected for the Staff Olympics/Spring Picnic.

### **Toys For Tots**

Carly has had two meetings canceled with SGA on Toys For Tots

### **Lunch & Learn**

About 20 people took part in the November 1 session, which is almost double of last year's average attendance.

Susan passed out results of the survey Kristin Betts put together. About 90 people responded. We will try to focus the Lunch and Learns on the most popular survey results.

### **Shared Governance Meeting**

Meeting participants included Dr. Bleicken, President's Cabinet, Staff Advisory Council, Student Government Association and Faculty Senate.

There was an expectation from the meeting for the representative to disseminate the information from that meeting to our fellow staff members. How do we communicate that information to our departments?

Mario passed out his notes from the meeting. He will craft an email to the staff outlining the meeting, emphasizing the value of the staff in achieving SPARC goals.

On budget matters, we are to refer staff to the Business & Finance Blog.

72 percent of the university's budget is spent on personal services. How does SAC show the importance of that to the staff?

### **SAC Event Documentation**

Mario passed out a first draft on the procedures for documenting SAC initiatives. He asked the council to look over the procedures with the hope of finalizing something by the next meeting for all committees to use.

If an initiative doesn't relate back to the University's Strategic Plan (SPARC), we may need to reevaluate the justification for that event.

### **Human Resources**

Rebecca emailed the council to see if anyone is interested in reviewing the new performance evaluation tools. They will be ready before December and there will be a separate meeting to discuss them.

SkillsSoft should be ready sometime in November or December.

### **Parking Ticket Hearing Committee**

The committee is being restructured to include two students, two staff members and two faculty members. Chief Wayne Wilcox is looking for volunteers. Sheryl and Jennifer volunteered to be on the committee.

### **Other New Business**

Michael brought up the potential for a monthly or quarterly newsletter. Is there potential to piggy back on eArmstrong?

The tree planting & Toys For Tots presentation is December 6 at 3:30 p.m.

Great American Smoke Out is November 13.

Meeting was adjourned at 9:27 a.m.

### **Staff Advisory Council – November 2011 Committee Reports**

#### **Special Events Committee Report:**

Staff Potluck approved by President Bleicken

Sodexo is providing the turkey, paper products, and drinks

Date of the Staff Potluck is Wed., Dec. 14<sup>th</sup>, from 11:30-1:30pm in the Student Union Ballroom

Carly Hallman designed the flier and will send an email to all staff members. Megan Feasel hung the posters around campus to get awareness about the event.

The committee met on Monday November 28<sup>th</sup> and divided up the different departments on campus for each of us to call/email the potluck information.

Megan Feasel sent out campus mail of the fliers to 36 different departments on campus to help market the event to the departments.

The RSVP is by December 9<sup>th</sup> and each staff member is able to bring whatever they would like. A side dish or dessert was preferred.

The Outreach Committee is offering a Humane Society Drive in conjunction to the potluck. On the posters it encouraged people to bring items that the shelter needs. Carly Hallman is finding boxes and will have those at the potluck on December 14<sup>th</sup>, 2011 for people to drop off items.

Members of the committee include the following:

Carly Hallman

Megan Feasel

Cynthia Graves

Jennifer Heyward

Michael Smoose

John Johnson

Amy Fraser

#### **Fundraising Committee Report:**

No report.

#### **Elections Committee Report:**

No report.

### **Outreach Committee Report:**

Toys For Tots collaborative initiative, Humane Society Drive, Great American Smokeout event and Tobacco Control Task Force details to be provided at meeting.

### **Staff Development and Welfare Committee Report:**

#### **Lunch 'n Learns:**

- All Lunch 'n Learn sessions will be online going forward, and archived on SAC's website (similar to Fall Assembly). Mario is drafting guidelines to be distributed to all speakers.
  
- One topic from each type will be offered each month through the end of the spring semester, based on results of survey:
  1. First session held November 1st. Speakers were Kristen Betts on how to use Wimba, and Rebecca Carroll on staff participation in the interview process.
  2. Next session scheduled for December 12<sup>th</sup>. Speakers will be John Kraft on Dealing with Difficult People, and Jessica Weaver on Managing Holiday Stress and Debt.
  3. Tracy will organize first January session. Speakers to be invited are Megan Feasel on Exercise in Your Office, and Luis Duran on Healthy Eating at Work.
  4. Second January session will be John Mitchell on Communication without Conflict with Your Significant Other, and Bill Kelso on Identifying Personality Types for Your Office.
  5. Julie Gerbsch and Grace Fleming will organize February session. Speakers will be Erin Ebert (fashion columnist for Savannah Morning News) on Dress for Success on a Budget, and Grace Fleming on Misbehavior in Savannah History.
  6. Julie will organize March session. Speakers to be invited include Reeshemah Johnson.
  
- Remaining topics include How to be a Leader, Teaching Staff How to Interview for Higher Level Positions, Ways to Volunteer within the Community (with Chris Nowicki or Jason Tatlock), Life After Work/Retirement Options, and Disaster/Survival Guide (with Wayne Willcox or CEMA).
  
- Speakers bureau on civic engagement – Jason Tatlock will be organizing at least fifteen speakers for the spring semester as part of the SPARC (strategic planning) grant that he was awarded. He will be looking for volunteers, to include staff members as well as people they may know from the local community.

#### **Other projects under development:**

- Staff-to-staff relief – Jessica is in the process of identifying departments with busy periods and brainstorming ways to show support (e.g., bringing snacks). Once complete, she will reach out to staff to announce this initiative as an on-campus volunteer opportunity.
  
- Staff hardship fund – Grace and Peggy will draft proposal of how this fund could operate, to include definition of a hardship and application procedures for requesting funds.

- Staff discount card – Nan Davis contacted Al Harris to inquire about the student discount card and discovered that these vendors should be extending these discounts to staff.
- Resource webpage, staff newsletter – Mario will coordinate with the Communications Committee and prepare drafts of both.
- Armstrong Walks! Nan Davis has posted maps of walking routes on the Rec & Wellness website. Jessica has built a Facebook page that can be used for staff interested in the noon walks on campus to re-connect. Mario will coordinate with the Communications Committee to link this page to other SAC pages that might be built.
- Online wellness program (KEAS or similar) – Nan is in the process of contacting Bainbridge and West Georgia regarding their experience with KEAS, and researching possible grants or other funding opportunities.

#### **Communications Committee Report:**

##### **Outcomes to Report:**

- New Brand/Nickname: Staff Council (SC)... new email address is staff.council@armstrong.edu
- Process developed for communicating updates to staff. If council members would like an event, update, or new items posted to the Staff Council blog (homepage), they should fill submit it via the online form on the website by the 1st of the month. This info will then be gathered by the Communications Committee and updated on the website. Once updated, the committee will send Shannon M. in HR a note to then email the entire staff via our new email address letting them know there are a number of updates on the Staff Council website. If HR is unavailable to send email, the Communications Committee will serve as a back up.
- Staff Council document process developed- google docs will be created via official Staff.Council email address, then shared with necessary council and committee members. Access to the docs can be changed with council personnel changes yearly. This will allow archives and new documents to live in a central space.
- New website menu and design developed- changes should completed by end of January
- The Special Initiative page on the Staff Council website will be expanded with additional Staff efforts. We'll need committees to submit their own Special Initiatives and descriptions so that Communications Committee can add them to the website.
- Staff Resource center will be added to the website.
- FB and Twitter pages will be set up and launched in sync with the website updates. A content calendar will be developed by Communication Committee, which will include staff announcements, updates, birthday, kudos, etc. Suggestions and additions for this calendar are requested from the council and staff at large.