



Armstrong Atlantic State University

Minutes of the Staff Advisory Council Meeting
 Wednesday, November 3, 2010
 President's Boardroom, Burnett Hall
 8:30 a.m.

The meeting called to order at 8:36 a.m. in the President's Boardroom.
 Presiding: Corine Ackerson-Jones

ATTENDANCE AT MEETING

<i>Name</i>	<i>Representative/Department</i>	<i>Term</i>
1. Corine Ackerson-Jones	Academic Affairs/College of Health Professions	2008-2010
2. Mario Incorvaia	Academic Affairs/Art, Music, Theatre	2010-2012
3. Kara R. Greene	Student Affairs/ Testing Services	2010-2012
4. Laura Harris	Office of Advancement	2009-2011
5. Tracey Dunn	Business & Finance/Business & Finance	2009-2011
6. Susan Hacker	President's Staff/Internal Auditor	2010-2012
7. Rebecca Carroll	Director of Human Resources, ex-officio member	

Absent from Meeting-approved		
Donna Kaplan	Academic Affairs/Registrars' Office	2009-2011
Barry Davis	Business & Finance/Plant Operations	2009-2011
Charita Hardy	Academic Affairs/Admissions	2010-2012

The meeting was called to order at 8:36 a.m. Chair, Corine Ackerson-Jones presiding.
 -Rebecca wanted to be added under announcements and Corine had additions to the minutes including "the State of SAC" to the agenda.
 -A motion was moved and second that the agenda be approved.

Committee Reports:

Staff Development and Welfare:

The Staff Development and Welfare committee will be hosting its first Lunch & Learn during the month of December. Suzanne Ansley will be spearheading the first Lunch & Learn for the committee. Ideas that have been mentioned include "Google Forms" which is a good tool for secretaries and support staff. The topics for Lunch & Learns will be announced at a later date.

Special Events Committee:

- No report was given from this committee. Suggestions should be made for who should replace Charita since she will be leaving Armstrong.
 -Jill Phongsa was mentioned as a possible replacement to assist with the Special Events plans.

Fundraising and Outreach:

- The Used Book Sale was a success! A total of \$1,048.21 was raised this year.
- Locations for the Toys for Tots initiative have been announced. Anyone interested in making toy donations should drop off their unwrapped toy at those locations.

Communications:

- AASU Day was a huge success
- The communications committee was happy the campus participated in donating to the Matthew Freeman project.
- The Student Government Association is developing a student chapter for the Matthew Freeman project.

Elections:

- The Elections Committee has met and it has been suggested that changes be made to the by-law amendments. This information should be updated on the website once the changes have been made.
- There are two special elections that should be done for two vacated seats on the committee. Mario has been in contact with Shannon Mastopoulos regarding this process. The elections will be announced on November 5th, elections held 11th-23rd, and the elected person notified the 29th-30th.
- As part of the Election Committee, Kara Greene should be included in the elections process.

New Business:

- There had been some discussion since our last meeting regarding the email name for SAC. If the name of the SAC email were changed to StaffAdvisoryCouncil@armstrong.edu, Mario was concerned about the length of the name and would this really be effective. The question was posed, "Do we need to change our email name?" This discussion was tabled and will be discussed at the December 1st meeting. It was mentioned that the Faculty Senate use a similar name and it might be worth exploring.
- There needs to be changes made to the by-laws. Each council member should take a look at the current by-laws for revisions to be mandated. There should be a discussion about the revisions at the next council meeting.

Notes:

- Great job on the Used Book Sale!
- Explore the option of having a dedicated space somewhere on campus to store books for the Used Book Sale. Someone should contact Betsy Ray to look into getting space for the books. Also, check with Carlita in the bookstore to see if there maybe extra space that could house these books.

Announcements:

- Corine stated that we should refer back to our "bucket list" that the council made at the beginning of the term to identify and focus on the "State of SAC."
- Rebecca stated, The United Way Campaign is well underway. We are 1/3 of the way to our goal. November 19th is the last day for contributions.

Meeting adjourned at 9:44 a.m.

Respectfully submitted,

Kara R. Greene

Kara R. Greene
SAC Secretary