

**STAFF ADVISORY COUNCIL**  
**Wednesday, November 4, 2009**  
**Burnett Hall Board Room**  
**Meeting Minutes**

*"The Golden Rules: Rule 1. There's no such thing like a big problem.  
 Rule #2: if you think there is a big problem, refer to rule #1."  
 ~ My Dad*

Frank Twum-Barimah called the meeting to order at 8:31 a.m.

<b>Attendance at Meeting</b>		
<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. Michael Cross	Academic Affairs / CIS	2008-2010
4. Barry Davis	Business & Finance / Plant Operations	2009-2011
5. Mary Ellen Donatelli	Academic Affairs / Early Childhood Education	2008-2010
6. Tracey Dunn	Business & Finance / Business & Finance	2009-2011
7. Laura Harris	External Affairs / Donor Relations	2009-2011
8. Chad Jackson	President's Staff / Sports Marketing	2008-2010
9. Donna Kaplan	Academic Affairs / Registrar's Office	2009-2011
10. Kara Greene		
11. Jill Phongsa		
<b>Absent from Meeting - approved</b>		
1. Rebecca Carroll	Director of Human Resources, ex-officio member	

<b>TOPIC</b>
<p><b>I. Old Business</b></p> <ul style="list-style-type: none"> <li>• Approval of Minutes – October 7, 2009</li> </ul> <p style="padding-left: 40px;">Corine Ackerson-Jones offered a motion to approve the SAC minutes with the change to add Kara Greene as in attendance. Tracey Dunn seconded the motion. All approved.</p>
<p><b>II. New Business</b></p> <p>Frank stated that Dr. Bleicken sent a note on what an amazing job the SAC did at AASU Day and also appreciated taking time to review the furlough policy.</p> <ul style="list-style-type: none"> <li>• <b>Committees/Officer Reports</b></li> </ul> <p><b>1. Communication: Chad and Mary Ellen</b></p> <p>Mary Ellen asked if Chad could email all staff when the new minutes are posted so everyone will see what projects our council is working on. Chad will send the email. Chad checked the SAC</p>

emails and took care of them. Would like to place a link to Flickr on SAC and will talk to Fern regarding imbedding the gallery into the new website. As it is linked to Human Resources, we have to wait until HR is ready to change their website.

Chad Jackson offered a motion to move SAC to the new website when HR moves. Laura Harris seconded the motion. All approved.

## **2. Special Events: *Kara and Jill***

- **Talent Showcase**
  1. Only one applicant as of today.
  2. Try and recruit students by placing flyers around campus
  3. Place ad in Inkwell
  4. Will have applications available at Lunch and Learn on November 10th
  
- **AASU Day**

AASU day huge success. Wishing well winning number was 81. We made approximately \$10.

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

Donna reported that as of Tuesday we had 16 people RSVP for the Lunch and Learn sessions. Also asked Rebecca if President Bleicken can send a request that departments support the Lunch and Learn series so it would be easier for staff to attend. The committee feels it is not being supported. First session is regarding healthy eating. Donna will send the entire calendar to department heads.

The committee is in the process of setting up first meeting of the Staff Mentoring Program. More information at next meeting.

Moral of staff is low and we would like to work with athletic department to have more staff attend games. Below are ideas to support our athletes who work hard and increase moral of staff.

- Staff appreciation day
- Competition among departments
- Offer small prize to department who largest number of attendees
- Do pep rally with coaches throughout buildings
- Be more visible as a team
- Ask Athletic Director and coaches to come to a staff meeting to see what we can do and what can be done?

## **4. Fundraising and Outreach: *Laura and Corine***

Laura stated from the AASU Day textbook sale we raised \$633, and the balance in the account is approximately \$1400. Below are the awards from previous semesters (\$50 per award). We would like to increase the award amount, but may have to award less scholarships.

- Fall 2008 – 6
- Spring 2009 – 10
- Summer 2009 – 3
- Fall 2009 – 4

Toys for Tots. We are now on the website and boxes will be delivered in the next week. Drop off in Armstrong Center as there is an empty office we can use. Let students drop off at Compass

Point.

March of Dimes. Laura talked with an AASU Alumni regarding the organization process and having different teams. Kick-off at Armstrong Center is scheduled for January 21, 2010. The walk for babies is on Saturday morning, April 24, 2010 in downtown Savannah. Start forming teams, team captains will be invited to the kick-off breakfast.

- **Review of Staff Textbooks Scholarships:**

We have some concerns that people are receiving the money, but not realizing how the money was raised for the scholarship. Frank noted we have been awarding a lot of scholarships. Okay if a few apply, but if we have a lot of applications, it wouldn't be fair to staff members who do a lot of volunteer work. Must adhere to deadline and can not receive two semesters in a row. Some suggestions to revise the application process are: add that if they receive a scholarship, will serve on a committee and work the book booth on AASU Day or talent show and attend both assembly meetings. We need to develop a new application form to fit new scholarship requirements, possibly having them write an essay and what contributions they have done. Would like to have a new policy in place for Fall 2010.

Chad Jackson offered a motion to review and revise the Staff Advisory Textbook Application process. Laura Harris seconded the motion. All approved. We will announce the new procedures at our next assembly meeting in April, 2010.

### III. Any Other Business

- Habitat for Humanity: Frank hasn't talked to them, but two days this month they will need volunteers. Will follow-up and confirm for faculty, staff and students.
- AASU Book sale: Send thank you cards to Tracey's mom and Georgia Power.

### IV. Announcements

- Chad took photos at AASU Day book booth and Donna will take photos at Lunch and Learn's to place on website.
- Corine attended ICE workshop. Need volunteers to participate, want AASU to be noticed and more of a presence in community.

Frank adjourned the meeting at 9:25 a.m.

### Next Meeting Dates

Date	Time:	Location:
December 2	8:30 a.m. – 9:30 a.m.	Burnett Hall Board Room
January 6		
February 3		
March 3		
April 7		

Respectfully submitted,

Mary Ellen Donatelli