

**Minutes of the Staff Advisory Council  
Wednesday, November 7, 2007**

Present: Scott Gilreath, Brian Dawsey, Leona Avey, Carlita Carter, Amelia Castilian, Chris McCarthy, Peggy Witherow, Fern Illidge

Absent: Rebecca Carroll (ex-officio)

Guests: none

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The members of the Staff Advisory Council met at 10:00 a.m. in the President's Conference Room.

The November meeting of the Staff Advisory Council was called to order at 10:10 a.m.

**I. Old Business**

**A. Approval of Minutes**

The minutes of the October 3, 2007 meeting were approved after errors found.

**B. Celebrate AASU Day Wrap-up**

Scott Gilreath thanked everyone for their help with the AASU Book Sale booth; the leftover books were taken to Goodwill and dropped off.

Scott Gilreath gave the totals for the book sale: \$553.00 was collected during Celebrate AASU. The Textbook Scholarship fund has a total of \$1584.00, not including ongoing/monthly gifts.

Peggy Witherow suggested sending a campus-wide thank you to those who donated books to the SAC Book Sale Booth. Scott Gilreath agreed and asked the Communication Committee to send out the email.

**C. Staff Development Proposal Submission**

Scott Gilreath thanked Carlita Carter and Chris McCarthy for all their hard work on the proposal.

**II. New Business**

**A. Committee Reports**

**1. Special Events Committee**

Brian Dawsey has not had the chance to call another meeting together, but thanked everyone for their help with the booth in his absence. The Committee is looking into the spring event and donating to an agency on behalf of AASU. Ideas were called for from Council members. There were several suggestions

made and Scott Gilreath asked that Council members send ideas for agencies to Brian Dawsey to put a list together for discussion during December's meeting. Scott Gilreath inquired as to the possibility of having something together by the end of the year. Brian Dawsey spoke on the possibility of a lack of commitment from staff members during this time of year and stated that it may not be feasible; the idea of a canned food drive during the spring is very positive and Brian Dawsey will look further into this possibility. There was further discussion regarding spring, and Scott Gilreath called to hold off on this discussion for next month when there was a complete list to look at.

Scott Gilreath asked about storing the bookworms that were not sold during Celebrate AASU Day for next year's booth. Leona Avey volunteered storage space from her department.

**2. Communications Committee**

The Communications Committee had nothing to report.

Scott Gilreath suggested sending out a monthly reminder about the SAC email and website. The Committee agreed to do this.

Peggy Witherow inquired to the status of a staff-only email list for announcements and SAC events. Scott asked her to check into this possibility with CIS once again.

**3. Staff Welfare & Development**

The Staff Welfare & Development Committee had nothing to report.

Peggy Witherow wondered who was to present the proposal to Dr. Jones. Scott Gilreath answered that the proposal would be presented to Dr. Jones by Rebecca Carroll.

**B. Outgoing Member Gift**

regarding Linda Hansen: Scott Gilreath shared his desire to present Linda Hansen with a gift from the Council for her service to the SAC. Brian Dawsey reminded the Council that a plaque would be given to Linda for her service by Human Resources; Amelia Castilian suggested flowers and a card be given to Linda Hansen on behalf of the Council, and volunteered to pick some out.

**C. New Election to Replace Vacancy in External Affairs**

In accordance with Article V of the Bylaws, the Council must hold an election before the end of the year to replace the vacancy of Linda Hansen in External Affairs. Scott Gilreath will talk to Rebecca Carroll about a list of those eligible to serve under the External

Affairs area. This list will be distributed to everyone on campus to choose a representative. From this list, the Council will list the chosen candidates for a Campus-wide election, which will call for a special-called Assembly for staff members to vote. Scott Gilreath gave a preliminary date of November 21 for results to be given to Brian of the eligible candidates. Scott Gilreath also mentioned that other possible choices include, (1) the Chair appointing someone to the vacant position, or (2) sending the eligible candidates to the area represented by that vacancy for only that area to vote.

**D. By-Laws for Standing Committees Process**

Scott Gilreath opened the floor for discussion on this topic, as it was remanded from a previous meeting. Chris McCarthy was asked if he had any further input on his inquiry. Chris McCarthy stated that he would only like to be clear on the duties of the different committees represented by the SAC. Scott Gilreath suggested having members who were rotating off of the Council talk to new members during the annual retreat about the duties of the Committee they represented and the accomplishments from that year. Scott Gilreath posed the question, 'do we want standing committees?' There was in-depth discussion regarding ad hoc committees and the Bylaws. Fern Illidge volunteered again to write general description of existing committees for the Council to look at. Scott Gilreath stated that Carlita Carter had already done so. Scott Gilreath asked each committee chair to write a general description and bring to next month's meeting; Scott Gilreath called for a motion to remand this discussion to December's meeting. The motion was made, seconded, and approved.

**E. 2007-2008 Council Legacy**

Scott Gilreath began a discussion about the SAC legacy for this year and asked Council members to think about the accomplishments of this year's Council and what they felt their legacy would be. "What do we want our legacy to be on this Council?" Scott Gilreath called for Council members to think about this question and to bring their thoughts to December's meeting.

**III. Announcements**

The next meeting will be December 5, 2007, at 10:00 a.m. in the President's Conference Room.

There were no further announcements.

The meeting was adjourned at 11:20 a.m.

Respectfully Submitted,

Fern Illidge  
Secretary