



Armstrong Atlantic State University

Minutes of the Staff Advisory Council Meeting

December 1st, 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	2009-2011
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. Sheryl Powell	Academic Affairs/Education	2010-2012
8. Leona Humphries	Academic Affairs/LLP	2009-2011
9. Barry Davis	Business & Finance/Plant Operations	2009-2011
10. Rebecca Carroll	Director of Human Resources, ex-officio member	

The meeting was called to order at 8:30 a.m. Chair, Corine Ackerson-Jones presiding.

-Corine added SAC website update and a "Thank You" section under announcements section.

-Council members thought it should be added to last month's minutes that the "Toys for Tots" collection drive should be indicated as a SGA and SAC initiative and that the collection location to be indicated as well.

-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 today, December 1st in University Hall Room 128.

Wendy Marshall will be hosting this Lunch and Learn and is able to accommodate up to 20 people. There will be four Lunch & Learns and Corine thinks clerical staff should have first dibs.

Special Events Committee:

- We need to rally the troops to garner more involvement in the special events committee.
- The name for the "Furlough Fun Pack" should be renamed since we no longer have furloughs for the year.

Fundraising and Outreach:

- It has been proposed that Armstrong participate in a food drive through First Harvest Food Bank. Mary Jane Crouch will be on campus to collect can goods. Can goods will also be collected at the President's Celebration.

Communications:

- Staff textbook deadline is December 15th and is in the queue to be sent out.

Elections:

- The bylaws need to be updated in accordance with the technology capabilities that are available. Specifically, the membership section will be visited by the committee.
- Leona, Rebecca, Tracey, and Cheryl will be working on the bylaw revisions.
- The bucket list should be incorporated into the bylaws by adding an Article 4 to the end.
- Leona and Cheryl: Welcome to the Committee!

New Business:

Notes:

- Chris Nowicki came to the council meeting to discuss Armstrong's Homecoming which is scheduled for the week of February 14-19th. Chris and Mario have asked that SAC partner with the Humane

Society to collect donations for the Humane Society's facility. SAC will support the Humane Society initiative and the collection of pet supplies will be held at the Annual Talent Showcase and other homecoming events. Details about SAC partnering to help the help the Humane Society will be discussed at next month's meeting.

- Corine requests that members let others in their area know about SAC so that concerns may be more readily addressed. Please have an open ear to your coworkers.

Announcements:

- Shannon Mastopoulos will be present at the next meeting.
- It has been recommended that website pictures and content be changed. These changes are underway and will also include the addition of a comment box.
- Please let Rebecca know of anyone who offers stellar customer service on campus.
- A huge thanks to the Staff Council for completing the evaluation for the Leadership Institute for Corine.
- Next meeting is January 12th.

Meeting adjourned at 9:48 a.m.

Respectfully submitted,

Kara R. Greene

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SAC Secretary