

STAFF ADVISORY COUNCIL
Wednesday, December 2, 2009
Burnett Hall Board Room
Meeting Minutes

"The voyage of discovery is not seeking new landscapes but in having new eyes".
~ Marcel Proust

Frank Twum-Barimah called the meeting to order at 8:35 a.m.

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

TOPIC
<p>I. Old Business</p> <ul style="list-style-type: none"> • Approval of Minutes – November 4, 2009 <p>Donna Kaplan offered a motion to approve the SAC minutes with the change to move from the Staff Mentoring Program paragraph, "but the committee feels it is not supported", to the Lunch and Learn paragraph. Tracey Dunn seconded the motion. All approved.</p>
<p>II. New Business</p> <p>None</p> <ul style="list-style-type: none"> • Committees/Officer Reports <p>1. Communication: <i>Chad and Mary Ellen</i> Chad sent an email regarding Toys for Tots boxes placed around campus. Last pick up is December 18th. Received no other emails. Corine asked Chad to add that a collection box is also located in Health Professions Dean's office.</p>

2. Special Events: *Kara and Jill*

➤ **Talent Showcase**

1. Moved to Friday, January 29, 2010, 7:00 p.m. in MCC
2. Pass out fliers and email on Monday, December 7th
3. Application deadline: January 15; Rehearsal is scheduled for January 22.

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

Donna reported that 21 attended the Lunch and Learn. Sent out surveys, only six responses. Corine reported that there are great volunteers on the committee, but skepticism and despair regarding number of people not coming to Lunch and Learn. Need to encourage staff to go, maybe Dr. Bleicken can encourage people to attend. Frank challenged the committee to bring 2-3 people to next session, and talk about it among staff. Donna asked to place this information on the SAC website.

The Staff Mentoring Program was developed in 2006, but very low turnout. As we are not hiring staff now, have each committee member be a member, have a meet and greet. The meet and greet functions are:

- Provide refreshments
- Provide a tour of the campus
- Promote and explain the Staff Advisory Council and the purpose of the council
- Provide information on benefits, discounts and other information that may not be included in formal orientation
- Be more visible as a team
- Provide business cards of those in attendance with the expectation that mentors will form naturally based on this function

Once the plans for the program are finalized, Donna will present the update to Rebecca Carroll.

4. Fundraising and Outreach: *Laura and Corine*

Toys for Tots – Laura stated the boxes are out through December 18th. Email if you need a pick-up as we have an office in our area for overflow.

Scholarships – 13 applications received as of today. There was much discussion regarding:

- Give as many scholarships and not drop below a certain amount. Try to give to all applicants.
- Percentage stated in the Bylaws: 40% fall, 40% spring and 20% summer.
- Giving \$50 makes a big difference in helping to pay for a textbook.
- If we change scholarship, we have to amend the constitution.
- Look at starting another fund, possibly an endowment.
- Add some requirements to the application that the recipient would participate and support SAC.
- Have the applicant write an essay on how they contribute to AASU.

Please gather ideas and suggestions as we have next semester to come up with a good process. Would like to have in place for next assembly meeting in April. Rebecca stated we have received accolades from faculty for this program. Please think about what the purpose of the scholarship is, what is the end goal, and the pros and cons.

Makin' Maroon Green: Task force meeting at 3:00 p.m. today in Plant Operations conference room.

Updates from Rebecca: TAPP - first semester allowing them to register themselves. HR is working on ADP, open enrollment ended beautifully and replacing Fern's position. President Bleicken announced yesterday for faculty and staff to pull together regarding value, vision and student success. Will bring a group together in January and start the program in February. Might work together with Lunch and Learn series.

III. Any Other Business

- What can we do before new council comes in? We had the best scholarship fundraiser on campus and first Lunch and Learn.

IV. Announcements

- None

Frank adjourned the meeting at 9:35 a.m.

Next Meeting Dates

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

Respectfully submitted,

Mary Ellen Donatelli