



Armstrong Atlantic State University
Minutes of the Staff Advisory Council
Wednesday, December 6, 2006

Present: Jonnie Chandler, Peter Mastopoulos, Peggy Witherow, Noot Tisdale, Brian Dawsey, Ginger Smith, Betsy Ray, Scott Gilreath, Rebecca Carroll (ex-officio)

Absent: Peggy Williams (excused)

The members of the Staff Advisory Council met at 1:00 p.m. in Burnett Hall President's Conference Room.

The December meeting of the Staff Advisory Council was called to order at 1:15 p.m., on Wednesday, December 6, 2006. Peter Mastopoulos, Chair, presided.

I: Copies of the November 1, 2006, minutes were distributed to the Council and approved.

II: Committee Reports

Communications Committee

Ginger Smith mentioned that 81% of those who responded to the staff survey indicated an interest for continuing education opportunities. Many of the seminar topics suggested on the survey forms are already offered at AASU so the Committee plans to develop a calendar on the SAC web page which will list all events and offer links to the departments which are hosting the activities. The combined efforts of the Special Events Committee and the Communications Committee will probably work best when planning a seminar for staff. Peter Mastopoulos suggested that when planning the seminars, topics that make staff more valuable to the university, should be considered. Scott Gilreath also agreed adding the topics focusing on staff and our relationship to AASU will provide the most benefit overall.

Plans were discussed for the first Staff Brown Bag Lunch. In order to choose the best subject for this session, Ginger asked that SAC members choose 5 topics from a list she will email; the list will be a compilation of the staff survey responses. From SAC responses, a topic will then be selected. The first session will be an information session to make staff aware of opportunities that are available to them through the campus.

Katherine Arntzen will take new pictures of Council members, which will be displayed on the SAC web page.

Staff Welfare Committee

Scott Gilreath reported that all but six USG institutions attended the USG Staff Conference at Fort Valley State. Though the original topics to be discussed at the conference were changed and there was no opportunity for small groups to meet, Scott reported the conference was good over-all. He found the meeting regarding the Teacher Retirement System to be the most interesting and Rebecca Carroll announced that the same speaker will come to AASU in 2007. Scott encouraged everyone to attend that meeting as it very informative. For more information, please visit the [Teachers Retirement System of Georgia](#) website.

The following is a list of staff initiatives in place at other USG schools that could be considered at AASU: staff senate, wellness program with 90 minutes per week given to staff to participate, breast cancer awareness, retiree gifts, appreciation day for staff, a memorial service for family members and employees who died during the year, silent auctions for fund raising, SAC retreats, web based training, staff mentoring, brown bag training lunches, toy drive, craft fair, book scholarships, seminars.

Scott suggested that next year the AASU Staff Advisory Council Chair should also attend the USG Staff Conference.

Ad Hoc Staff Recognition

Brian Dawsey presented a report from the Staff Recognition Committee. Discussion is still being held regarding what to name the new staff awards. This has proven to be a more difficult task than expected. Pending the necessary approvals, the staff award for outstanding service to Armstrong (not the official name for the award) will be presented in spring 2007; the staff award for outstanding community service will be **introduced** at the same time but not awarded until 2008 as the Committee needs more time to consider criteria for the award. Brian will provide a draft for the first staff award for SAC approval.

Special Events Committee

Peter Mastopoulos will determine if a separate account can be established so the SAC can make donations to worthy causes. Peggy Williams sent a reminder that some members of the SAC will participate in the Salvation Army's distribution of food and toys on Dec. 18th. There was a question regarding if the date was Dec. 18th or 19th and Peggy Witherow will have Peggy Williams send email to confirm date and location.

A meeting for the Special Events Committee is scheduled for Wednesday, December 13, 2006 at noon to discuss the spring service project.

IV: New Business

Holiday Leave Proposal

Mr. Jim Brignati, vice president of business and finance, asked the SAC to consider endorsing a revised AASU holiday calendar, which will go into effect in 2008. The new plan allows the university to be closed for more consecutive days during the holidays, but in order to pay staff fully during the closure, they will be required to use some personal vacation days. It was mentioned that most USG institutions require staff to use personal days for this purpose and that there are no legal issues associated with the requirement. After much discussion, the SAC voted against endorsing the revised schedule at this time, though the Committee appreciated the opportunity to hear the proposal.

Bylaw Revisions

Much discussion was held regarding revision of bylaws presented by Jonnie Chandler. This discussion included the procedure for election of Council officers, whether an elected Chair can serve for two consecutive terms and if outgoing council members can “retire” at the conclusion of the June meeting.

Ginger Smith requested that the SAC consider hosting three staff assembly meetings per year rather than two. Due to associated requirements regarding election of new members in the spring, this issue was tabled until the next meeting.

Staff Textbook Scholarship Policy

Rules for administering SAC Staff Textbook Scholarships were discussed and included how many to give, the amount of each, etc. Scott Gilreath recommended that for planning purposes, any funds raised during the current year should be applied to scholarships for the following year (i.e. 2007 funds would be applied to the scholarships for 2008). A draft of this revision will be presented at the next SAC meeting.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Peggy Williams, Secretary

<p style="text-align: center;"><u>Next Council Meeting</u> Wednesday, January 3, 2007, at 1:00 p.m. in Solms Hall, room 209</p>

Attachment (s): Bylaw revisions

Web site questions: There were no questions submitted to the web site.