

Staff Advisory Council Meeting 12.7.11

In attendance:

Mario Incorvaia (Academic Affairs), Chairman – Second Term
Susan Hacker (President’s Office), Vice Chairman – Second Term
Michael Smoose (Business & Finance), Secretary – First Term
Megan Feasel (Student Affairs) – First Term
Carly Hallman (Advancement) – First Term
Jennifer Incorvaia (Business & Finance) – First Term
Jessica Weaver (Business & Finance) – First Term
Rebecca Carroll (HR Rep)

Not In Attendance

Tracy Gregory (Business & Finance) – First Term
Sheryl Powell (Academic Affairs), Treasurer – Second Term

Mario Incorvaia called the meeting to order at 8:40 am.

Old Business

Jessica Weaver moved that the minutes and committee reports from the November meeting be approved. Megan Feasel second. Corrections to the notes were to be emailed to Michael Smoose. Unanimous vote to approve with corrections.

Speakers Bureau

Dr. Jason Tatlock from the History Department got a SPARC Grant and is looking to put together a Speakers Bureau. Susan Hacker passed out a letter from Matthew Walker on the Speakers Bureau. The Speakers Bureau is collaborating with the Initiative for Civic Engagement (ICE) to find speakers focused on community service and volunteering. They are looking for speakers that can help connect Armstrong with the community through civic engagement.

New Business

Mario invited Dr. Bleicken to attend today’s meeting, but she had another commitment.

Staff-to-Staff Volunteerism Initiative

Jessica Weaver – Would like to send thank you cards to the staff members who volunteered at graduation. The hope is that this will encourage more volunteerism.

Staff-to-Staff Initiative (S-T-S) is designed to encourage volunteerism amongst the staff to help with understaffing. Through requests from other staff members and SAC, we need identify the high activities times when staff from different departments need extra help. S-T-S would be a clearinghouse to pool staff volunteers and plan volunteer opportunities in advance.

Jessica would like to get a bulk order of thank you cards that can be used for the S-T-S Initiative as well as other times when staff members should be recognized. Card design could be something similar to the Foundation thank you cards, but with SAC branding. The staff development committee will bring some cost/quantity options to Rebecca Carroll.

Website Updates

Look for structural changes to the SAC website in the New Year.

Rebecca asked to be made aware of any changes to content before it goes live.

The website and photos should reflect the efforts of current SAC initiatives.

Toys For Tots Wrap Up

Mario and Rebecca recognized SAC's work to help make Toys For Tots a success. The administration is aware of the efforts by the SAC to step in and help make it as success.

Rebecca will meet with Dr. Amy Heaston and Vice President Keith Betts to talk about future ownership and organization of the event.

SAC may need to coordinate with Student Government Association (SGA) sooner (September-October) on the event to avoid the problems we had this year. Toys For Tots may be a potential mentoring opportunity for SAC with SGA.

Event Documentation

- Mario handed out documentation on Google Documents.
- Each event this year should be documented.
- Committee Chair/SAC members will be responsible for documenting.
- Mario will send out instructions to share the documents and keep the documents moving every year.

Staff Potluck

- Flyers went out to campus on December 6.
- The seven committee members divided up the staff and are contacting them on the potluck. They are to call the secretaries to get a head count.
- A Humane Society Representative is coming to the event, so please push RSVPs to bring a item to donate and bring food.

Lunch and Learn

Jessica is leading a Lunch and Learn session on Monday. Jessica will get to the power point to Kristen Betts. An email will got out today for the Lunch and Learn.

The Communications Committee is close to publishing the schedule for Lunch and Learns for the rest of the school year.

Ad Hoc Committees

SAC is looking into the potential for Ad Hoc Committees that are chaired by non-SAC members on behalf of SAC. Discussion was tabled to the January meeting. SAC members should bring names for potential committee chairs to the January meeting.

Next Meeting - Wednesday, January 4.

Meeting was adjourned at 9:48 a.m.