

Staff Advisory Council (SAC)
End of the Year Report
2010 – 2011

In June of 2010 the Staff Advisory Council held the annual retreat and workshop for returning and new council members. It was the aim of the retreat to establish meaningful goals and determine the direction in which the Council would take in keeping with the By-laws for the upcoming calendar year. During the retreat we established with the facilitation of Mr. Bill Kelso, Associate VP for Student Affairs, “rules for communication” and specific target areas in which the Council should focus. The target areas were identified as: staff identity, staff concerns, staff advocacy, communication, policy, social interactions, university affairs and collective voices. The Council later assigned each of the target areas to specific standing committees. The appropriate committee was then charged with making sure the goals and objectives within their target area(s) were met.

The SAC committees worked diligently to address social, educational, professional, and personal needs of the staff. In accordance with the By-laws, at the beginning of each Council term, each Council member selected the standing committee(s) on which he/she will serve. The membership of the standing committees, with the exception of the Chair, is open to all eligible staff. The Chairs of the standing committees must be Council members. Committee work and responsibilities are express and documented in the following committee reports.

Staff Development and Welfare Committee

Chaired by Mr. Mario Incorvaia, the Staff Development and Welfare Committee continued the great work accomplished by this committee in previous years. The committee’s duties included the promotion, training and advancement of programs and other opportunities for professional and personal development. The committee also addressed orientation/mentoring and basic skills development issues. This year’s committee included Suzanne Ansley, Peggy Clifton, Grace Fleming, Akilah Futch, Mikah Green, Kara Greene, Susan Hacker, Mario Incorvaia (chair), Kathleen Platt, and Angela Storck.

Lunch ‘n Learn

The Lunch ‘n Learn program is a monthly series of seminars led by speakers from throughout campus who volunteer to present various educational topics. This year, Suzanne Ansley continued her role as the lead organizer for these events, and strove to find those topics that would be most interesting to University staff as a whole. Wendy Marshall from the Educational Technology Training Center demonstrated how to use Google forms to conduct surveys, Nan Davis and Megan Feasel from the Department of Recreation and Wellness discussed healthy lifestyles, and Liz Wilson from the Office of Career Services presented on resume writing and social media.

Employee Resource Program

The committee also looked for other opportunities to provide University staff members with support and resources. Several initiatives were proposed, which included many new ideas, as

well as some former programs that could be revived. These initiatives were grouped together under the umbrella of an Employee Resource Program. The short-term goal of this program is to publicize those resources that are already available to staff, such as discounts at local companies and the Tuition Assistance Program, as well as announcing and celebrating those accomplishments achieved by fellow staff members, which could involve either a staff page on the @armstrong website or a staff newsletter. The long-term goal of the program is to develop additional resources for staff, such as a welcome program for new employees. The committee is excited to continue its work on all of these initiatives, and looks forward to beginning to put these plans into action in the coming year.

Fundraising and Outreach

This committee was chaired by Mrs. Laura Harris. The duties of the Fundraising and Outreach committee are to plan and implement fundraising activities that provide financing for the Staff Textbook Scholarship Fund as well as Council-approved initiatives. The committee also keeps the Council updated regarding joint participation opportunities with the University and the community by developing collaborative projects for the Council that further campus outreach to the community. In the revision of the By-Laws, this committee has been separated into two distinct committees, Fundraising Committee and Outreach Committee. The following was accomplished this year:

- Collaboration with SGA/CUB to collect school supplies for the Matthew Freeman Project: Pens & Paper for Peace. Lisa Freeman, Matthew's mother, was presented with all of the collected items in October 2010.
- Used Book Sale at 2010 Celebrate Armstrong Day raised \$637 towards Staff Textbook Scholarships
- A total of 14 textbook scholarships awarded for 2010-11 which totals \$700
- Collaboration with SGA/CUB/SGAE to collect canned goods for Second Harvest Food Bank and toys for Toys for Tots. Marine Sergeant Jeffrey Radcliffe and Karen Franklin from America's Second Harvest Food Bank attended the President's Holiday Gathering where donations were presented.
- Community Service collaboration with SGA/CUB during Homecoming week to collect pet food for the Humane Society and Armstrong's Friends of Cats
- Hosted Pastor Gilyard, a representative from Savannah Feed the Hungry who provided staff and students an opportunity to sign up for volunteer opportunities with that organization.

Special Events Committee

This committee was chaired by Ms. Kara Greene. The duty of the Special Events committee is to plan, organize, and execute participation in Council events and initiatives, as well as various University events. The committee worked to enhance staff interactions with the campus community by hosting campus events for the enrichment of the staff. The committee embarked upon two initiatives, a talent showcase and a staff potluck.

The most notable event was the “So You STILL Think You Got Talent?” talent showcase. Due to the popularity and large turnout at last year’s talent showcase, it was brought back by popular demand. With over 350 students, faculty and staff in attendance, the Armstrong community showed up and the contestants showed off. Featuring student, faculty and staff acts, the event was free and open to the public. Prizes were awarded based on audience applause and cheers. Sponsors for the events were Regal Cinemas, Publix supermarket, The Nail Bar, and the Armstrong bookstore. The Special Events Committee now has a successful annual event that should become an Armstrong tradition for years to come.

Ms. Greene left Armstrong for a new position at GA Perimeter. Ms. Sheryl Powell agreed to take over as chair of Special Events. Due to planning and logistics issues the staff potluck planned for May was rescheduled for later in the summer (July). When the President heard of our dilemma with planning, she volunteered to have the Cabinet sponsor a staff luncheon. The luncheon was scheduled for the original month of May. The staff luncheon was a great success and was attended by the majority of staff on campus. We thank the President’s Cabinet for their support of this initiative.

Communications Committee

Chaired by Mrs. Tracey Dunn, the duties of the committee are to promote the activities of the Council and its standing committees. Committee members contribute to the ongoing communications initiatives of the Council, including the website, annual end of the year report, and event announcements. The committee members worked regularly with the other Council standing committees to facilitate the consistency and professionalism of communication efforts originating from those groups. Mrs. Dunn worked in collaboration with ITS to make sure all SAC communications were in keeping with the committee roles and responsibilities.

Elections Committee

The Elections Committee was chaired by Mario Incorvaia. This committee was a very integral part of the revamping of the election process and the redistribution of division seats on the Staff Advisory Council. A special election was held in early spring to fill the seats vacated by Ms. Charita Hardy and Ms. Donna Kaplan. Ms. Hardy’s set was filled by Ms. Sheryl Powell, and Ms. Leona Humphries filled Ms. Donna Kaplan’s set. The seat vacated by Ms. Kara Greene later in the spring was filled during the regular election.

A special summer assembly meeting was held on June 20, 2011. The main goal of the assembly was to announce and present candidates for the election of new SAC representatives for 2011-2012. The election process was done electronically from June 20 – June 28. Outgoing SAC representatives are: Corine Ackerson-Jones (Academic Affairs), Tracey Dunn (Business and Finance), Laura Harris (Advancement), Leona Humphries (Academic Affairs), and Kara Greene (Student Affairs). Newly elected representatives are: Megan Feasel (Student Affairs); Jessica Weaver, Jennifer Incorvaia, and Tracey Gregory (Office of Business and Finance); and Carly Hallman (Office of Advancement). Due to a tie with two Business and Finance candidates the

committee held a run-off election to determine the winner of the last seat for that division. The winner of the run-off is Michael Smoose.

Other Accomplishments and Many Thanks

SAC solicited the ideas and concerns of the staff and has been diligent in addressing them with the Armstrong administration. Though the Staff Advisory Council is not a policy making body or a formal means for grievance, we have endeavored to represent staff employees by increasing communication and involving staff in the decision making process of the University. We've strived to promote a positive and collaborative work environment by advancing the exchange of information between the Council and staff and the staff and administration. There have been numerous notable achievements as a result of our efforts. They include but are not limited to:

- Planned Professional Staff Development for bi-weekly and professional staff
- A planned salary study for bi-weekly and professional staff
- A Business Casual Dress policy for Fridays and summers (recommendation attached)
- Staff representation and participation in Inaugural and 75th anniversary festivities
- Continued and more prominent staff participation on university committees
- President Bleicken's attendance at SAC meetings
- Discussion on the development of a mentoring program and cross training for staff
- SAC involvement with implementation of the Strategic Plan
- Better monitoring of SAC website and email
- Representation on USG Staff Council
- Revision of the Staff Advisory Council By-Laws
- Separation of Fundraising and Outreach committee into two distinct committees
- Addition of the office of Treasurer
- Revamping of the election process
- Request for Presidential Endorsement of the University System of Georgia Staff Council

The June SAC meeting was held on June 29, 2011. The new members were welcomed, outgoing representatives were thanked, and final committee reports were given. As Chair an overview of the End of the Year Report was also given. Due to the impending run-off election, we did not vote on officers. Officers will be elected on the retreat date which will be July 12 or July 13. Dr. Bleicken provided breakfast and parting words and mementos for outgoing representatives.

It has been a privilege and an honor to represent the more than 300 staff employees at this great institution. I'd like to take this opportunity to thank all Staff Advisory Council representatives past and present especially those who worked tirelessly alongside me this year. Without them and their support, most if not all of our goals would not have been reached.

I am very proud of the accomplishments of the Council this year. Numerous concerns brought to the Council have been addressed and/or resolved. The President and her cabinet have been generous in their time and efforts to bring this to fruition.

I would again like to thank Dr. Bleicken for her time and commitment to SAC and the issues and concerns of the staff employees. Also, SAC would like to thank Ms. Rebecca Carroll for her continued advisement and her work as a liaison between the SAC and the president's Cabinet. Most of all I would like to thank the 300 plus staff employees for your hard work and dedication in being a part of the solution. Thanks for your suggestions and constructive criticism. I wish the incoming officers and representatives the best for a great and successful year!

Respectfully Submitted,

Corine Ackerson-Jones
Staff Advisory Council Chair, 2010-2011

Attachments (3): Rules of Communication – Staff Advisory Council
2010-2011 SAC Retreat Target Areas
Recommended Policy for Casual Business Attire

SAC Retreat

June 28, 2010

Rules of Communication-Staff Advisory Council

- **Take Minutes-Be thorough**
- **Be Time Conscience**
- **Confidentiality**
- **Respect Differences**
- **No Meetings before Meetings**
- **Candidness is Healthy-Personal Attacks are NOT!**
- **Don't ATTACK – Assertive-not-Aggressive**
- **Bring up ideas even if others might disagree with you**
- **Talk-Be Heard!**
- **Be open to other's opinions or views-Be Respectful!**
- **Represent Staff**
- **Stay Positive**
- **Be Direct**
- **Please Don't Interrupt-Let me finish my though**
- **Listen**
- **Be specific and concrete with facts when possible**
- **Address Mission**
- **Courtesy**

2010-2011 SAC Retreat Target Areas

Staff Identity (Special Events/ Communications)

- **Title Changes**
- **Bridge gap between professional /nonprofessional staff**
- **Reward dedication and loyalty, how?**
- **Build staff morale**
- **Bridge gap. Encourage participation**

Staff Concern (Staff Dev./Welfare/Communications)

- **Forums/panels that discuss staff issues**
- **Address issues related to staff**
- **Create/optimize sounding board/feedback to collect staff concerns**
- **Offer ideas for solving staff issues**
- **Find out what the issues are**
- **Be aware of situations affecting staff**
- **So many changes, lessen the negative impact**

Staff Advocacy (Fundraising/Outreach)

- **Continue textbook scholarships**
- **TAP & earlier registration**
- **Competitive scholarship selections**
- **Increase staff awareness of existing and professional development opportunities**
- **Create additional staff development opportunities**
- **More staff development**
- **Staff professional workshops**

Communication (Communications)

- **Awareness of campus functions**
- **Give more, ask less**
- **Update SAC website consistently**
- **Develop awareness of SAC purpose to others**

Policies (Elections)

- **Revisit the bylaws/constitution**
- **Align council representation with current staff structure**
- **By-Laws Update Appendix A**
- **Add Treasurer**

Social Interactions (Special Events)

- **Volunteer opportunities**
- **Staff appreciation day**
- **School spirit related events with students *staff exp talent show**
- **Fun activities that will bring staff together**
- **Staff traditions**
- **Togetherness with student and staff**
- **Encourage participation from staff**
- **Community (AASU) involvement**
- **Prioritize sustainable activity campaigns**
- **Celebrate birthdays monthly-AASU center funded**
- **Programs focused on outreach w/staff**
- **Discover why staff doesn't get involved**
- **Increase staff participation in council's activities**
- **Increase faculty/staff involvement**

University Affairs & Input (Officers)

- **Maximize dialogue opportunities on issues that affect staff**
- **Have a seat at the table**
- **Promote an atmosphere of transparency from administration**
- **Voice staff priorities**
- **Establish/maintain regular dialogue with faculty senate**

Collective Voices

- **Involve all staff**

**Armstrong Atlantic State University
Staff Advisory Council
Recommended Policy for Casual Business Attire**

Purpose

The purpose of this recommendation is to establish basic guidelines for employees regarding appropriate casual business attire during specific periods of the calendar year. It is applicable to all employees (inclusive of student employees of the University), *with the exception of uniformed police and plant operations personnel.*

Policy Recommendation

This policy is recommended by the Staff Advisory council pursuant to authority granted by the President's Cabinet of the University.

It is the recommendation of the Staff Advisory Council to allow employees to take advantage of a casual, relaxed dress code (casual business attire), during specific periods of time of the calendar year designated as casual days. This policy permits a more practical, comfortable clothing standard for University employees each Friday of the fall and spring semesters and throughout the summer months. Summer casual business attire will begin on the first Monday following the University's spring commencement and end on the last Friday prior to the first day of fall classes.

Employees' casual business attire (which may or may not include the University logo), must be in good taste and positively reflect the University's image. Employees should assume that meetings with the public, community and/or in formal settings would require normal business attire. *Supervisors are responsible for determining whether their employees are appropriately dressed for their work environment and position duties.*

Casual Business Attire

Casual business attire is defined as dress in the work environment that is relaxed from the suits and hose for women and suits, and dress shirts and ties for men. The following recommended guidelines will apply to casual business wear for women and men:

Women

Shirts: Short/long sleeved and sleeveless blouses with or without collars, polos, sweaters, or turtlenecks

Inappropriate Shirts: T-shirts, halter tops, sheer tops, sweatshirts, or revealing attire such as bare midriffs

Slacks: Full length, Capri or cropped pants of a non-jean material (including khaki, chino, or cotton linen slacks)

Inappropriate Slacks: Jeans, shorts, leggings, jeggings, spandex, bib overalls or sweat pants of any material

Dresses and Skirts: Casual dresses or skirts at or below knee length

Inappropriate Dresses and Skirts: Skirts shorter than four inches above the knee, spaghetti-strap dresses without jackets, mini-skirts, or strapless sundresses without jackets

Shoes: Dressy sandals (inclusive of hard-sole thong style), open-toe shoes, or flats (inclusive of casual dress shoes)

Inappropriate Shoes: Thongs, flip-flops, slippers, casual crocs, or athletic shoes (Note: athletic shoes are permitted for athletic staff and employees walking to/from buildings or across campus.)

Men

Shirts: Short/long sleeved shirts with collars, mock collar shirts, polos, sweaters, or turtlenecks

Inappropriate Shirts: T-shirts, tank tops, or sweatshirts

Slacks: Khaki, chino, or cotton linen slacks

Inappropriate Slacks: Jeans, shorts, bib overalls, or sweat pants of any material

Shoes: Men's dress sandals or loafers

Inappropriate Shoes: Thongs, flip-flops, slippers, casual crocs, or athletic shoes (Note: athletic shoes are permitted for athletic staff and employees walking to/from buildings or across campus.)